

# AN AASIS SUPPORT CENTER HOW TO GUIDE FOR REPORTING IN FUNDS MANAGEMENT



#### FI - FUNDS MANAGEMENT REPORTING IN AASIS

Listed on the next page is a list of FI- Funds Management reports that have been tested by AASIS Support Center staff and determined to hold value for various agency level roles.

You can see demonstrations of these reports on the next few pages of this ASC How To Guide or by attending the ASC Reporting Labs. Watch the AASIS web site calendar for lab announcements: http://www.aasis.dfa.state.ar.us/usercalendar.htm

Notice that the FI roles authorized to run these reports are listed on the Table of Contents page. Instructions for obtaining required authorizations can be found on the AASIS web site at: http://www.aasis.dfa.state.ar.us/securityproc.htm

Agencies learning to run reports in AASIS will also find the Generating Reports Pocketbook a valuable learning aid. It along with all the reports listed here can be found on the AASIS web site at: http://www.aasis.dfa.state.ar.us/reports.htm



#### **Table Of Contents**

			AUTHORIZED	
TRANSACTION	TRANSACTION NAME	DESCRIPTION	ROLES	PAGE
	Budget Version			
Y_DEV_80000030	Comparison	View current and previous budget	FI Display All	8
		View current and next year's	HR FI Display All,	
Y_DEV_80000029	Appropriation Manual	appropriated budget	FI Display All	22
		View original appropriation,		
	Appropriation/Allotment	changes,adjusted appropriation,	HR FI Display All,	
Y_DEV_80000027	Worksheet	deferments	FI Display All	44
		View budget by allotment,		
		commitment items, expenses, &	HR FI Display All,	
Y_DEV_80000028	Budget versus Actual	remaining budget	FI Display All	56
	Assignments to Cost	Find what cost center is mapped to		
S_KI4_38000042	Centers	fund/funds center	FI Display All	78
		View current FY budget,		
S_ALR_87012615	Annual Budget - Overview	distributed/distributable items	FI Display All	90
	Commitments/Actuals All		FI Display All	
S_ALR_87012632	Postings	View line items that affect budget	Agency Whse	107
	Commitments/Actuals for	View total distributable budget by	HR FI Display All,	
S_ALR_87012634	Assigned Budget-Annual	commitment item	FI Display All	123
3_ALK_07012034	Assigned Budget-Annual	View annual budget, payments by	Fi Display All	123
	Commitments and Actuals	fund/funds center and commitment		
EMDD DEEMTO20			El Diaploy All	131
FIVIRP_RFFIVITO30	with Budet-Totals Record	View budget line items by fund/funds	FI Display All	131
		center, commitment tem, cumulative		
	Commitments and Astrola			
EMDD DEEMEDOO		year to date totals by commitment	El Dioploy All	1.40
FINIKP_KFFINIEP30	with Budget - Line Items	item	FI Display All	148



### TIPS FOR EXECUTING BUDGET REPORTS

To execute a report, you can limit your search by the following criteria:

- Fund
- Funds Center
- Fund and Funds Center
- Fund and Commitment item
- Funds Center and Commitment item
- Period
- Customer for fund (e.g., 988<u>0645</u>00)

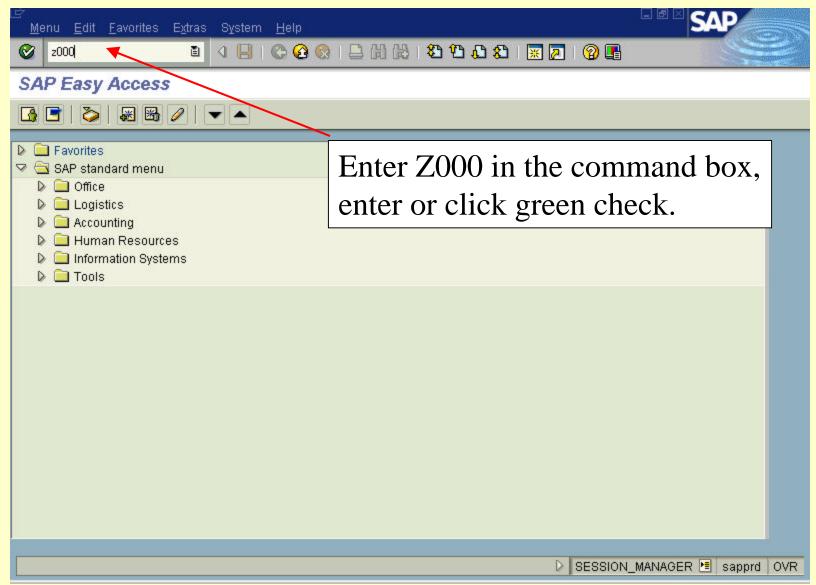
NOTE: If a Fund is not entered - remove the 'select equal to' icon ( ) by clicking the 'Delete selection criteria' icon ( ).



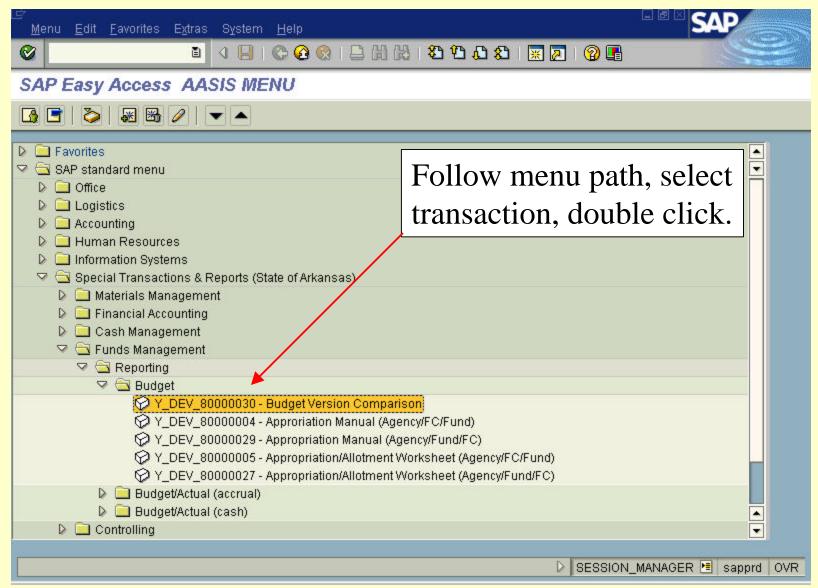
### Z000 - Special Transactions & Reports (State of Arkansas)

Some reports are not available through your standard SAP Easy Access menu. This transaction code, typed in the command field, will allow access to additional transactions for agency reporting needs.











### Budget Version Comparison Y DEV 80000030

- This report allows you to view your budget if you have more than one version, e.g., version 0, 2, 10, etc. Only Version 1 is in AASIS
- FY's 2002 and 2003 are in AASIS.



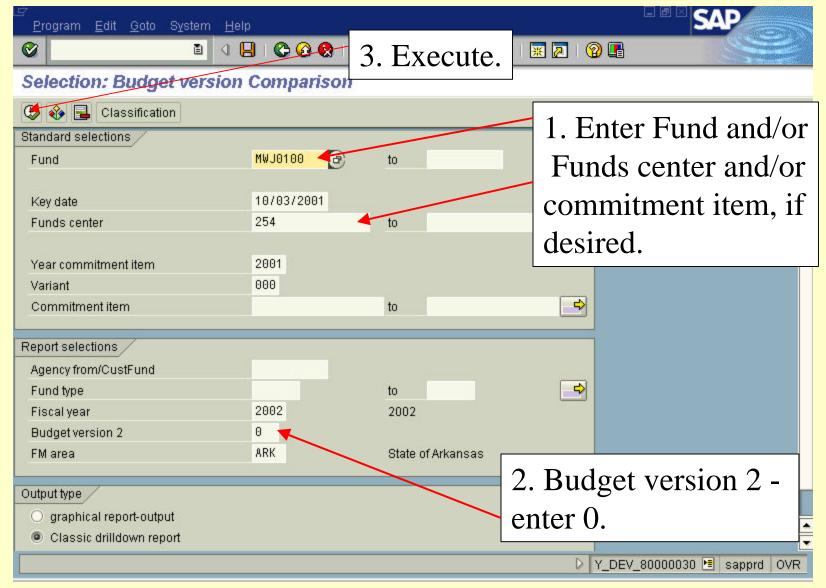
#### Demonstration

Budget Version Comparison -Y DEV 80000030

Special Transactions & Reports (State of Arkansas) > Funds Management > Reporting > Budget > Budget Version Comparison



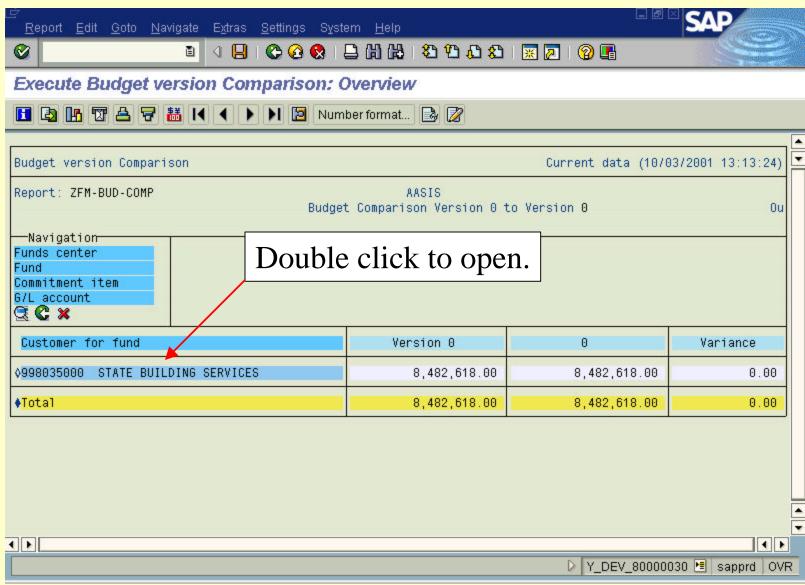




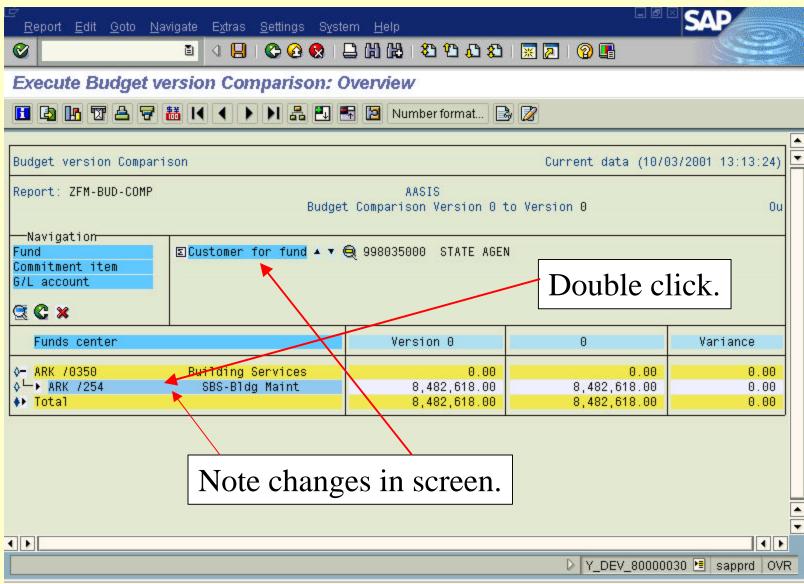
AASIS Support Center October, 2001

**NOTE:** The following fields will default: Key date, Year commitment item, Variant, fiscal year, FM area and Output type.

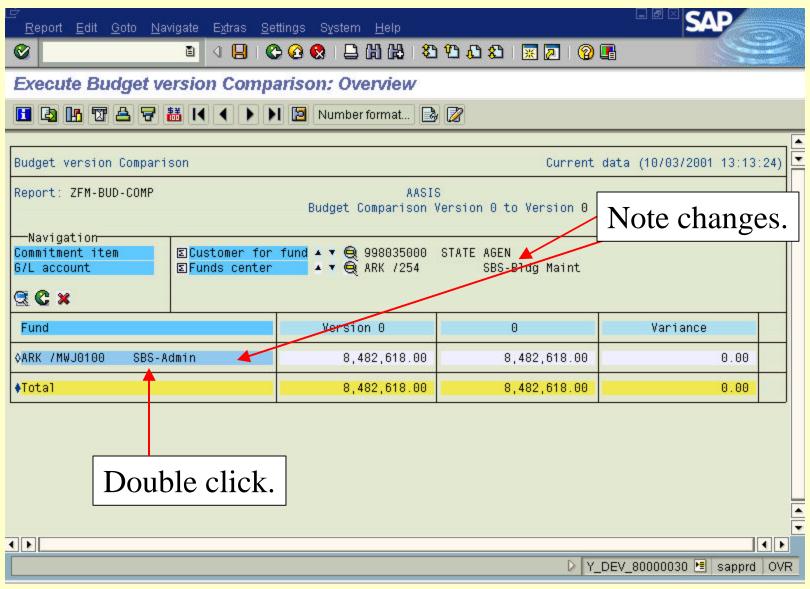




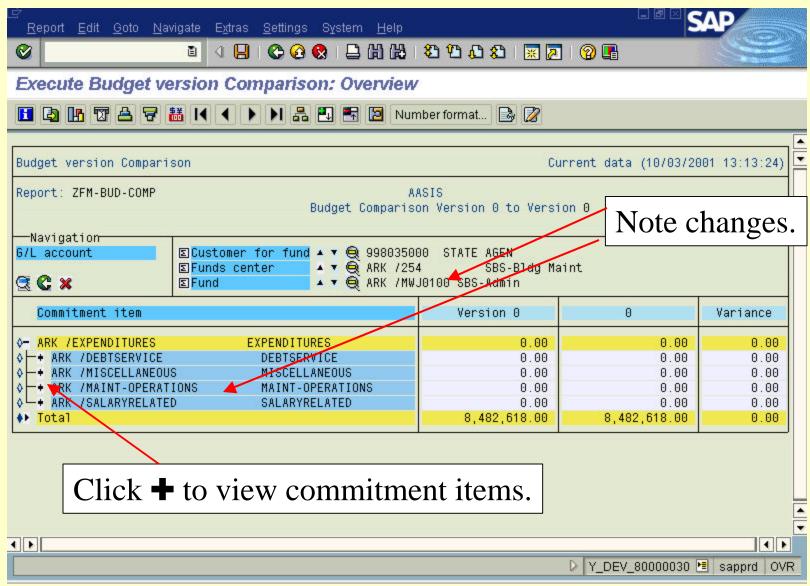




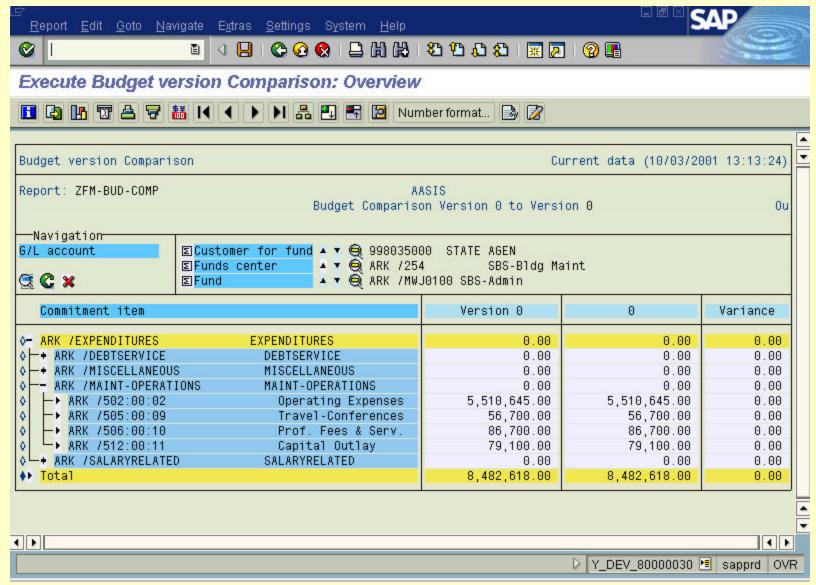




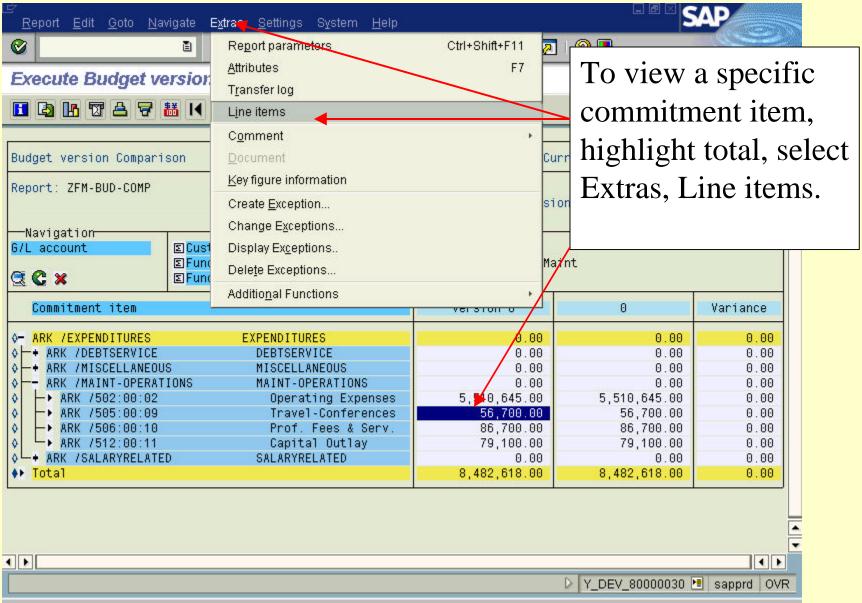




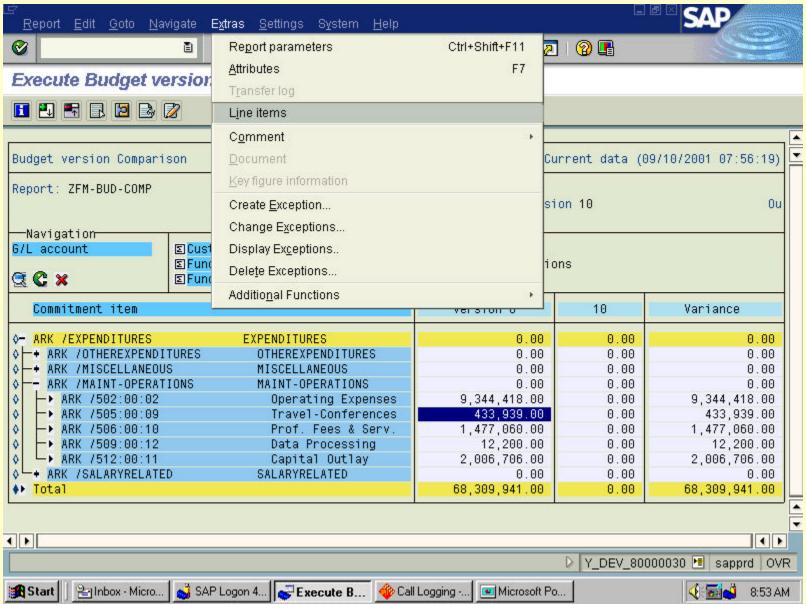




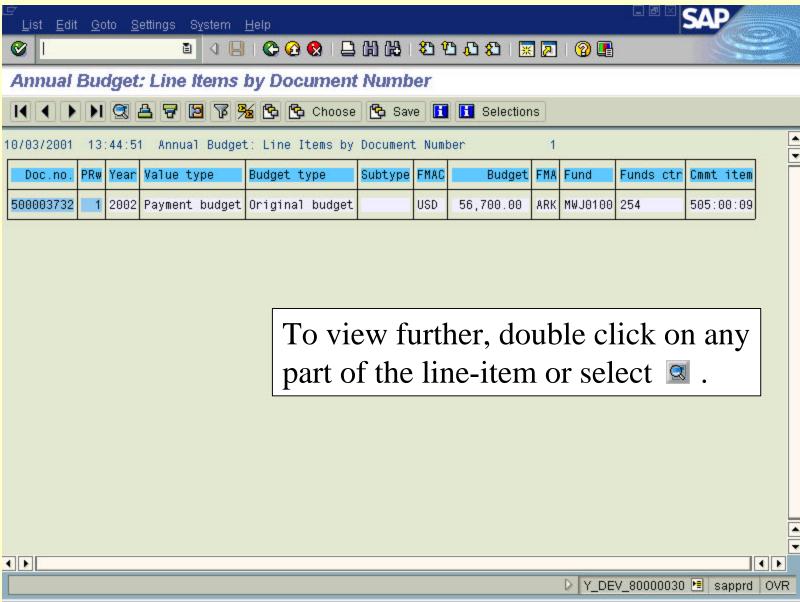




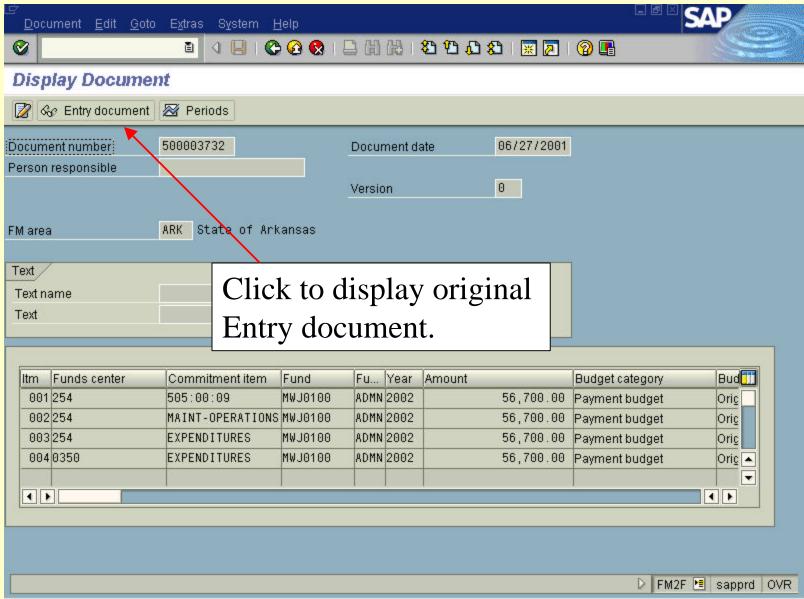




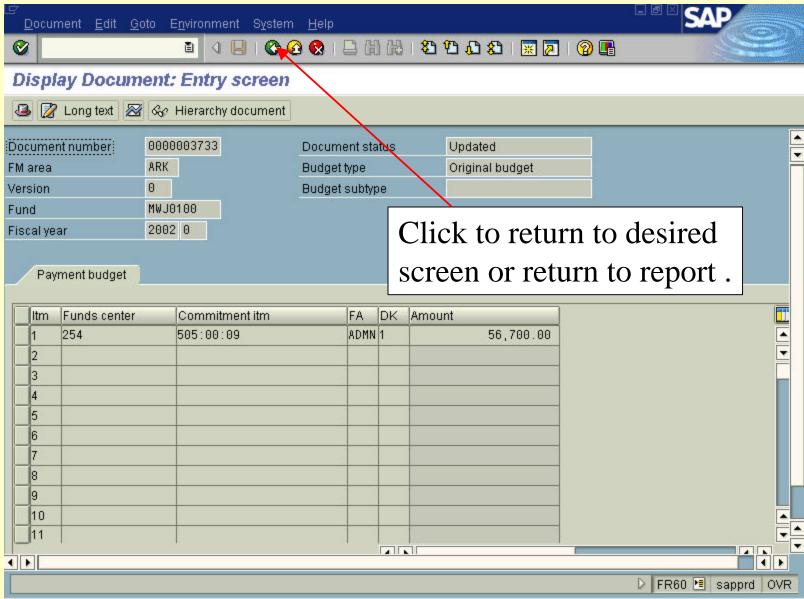




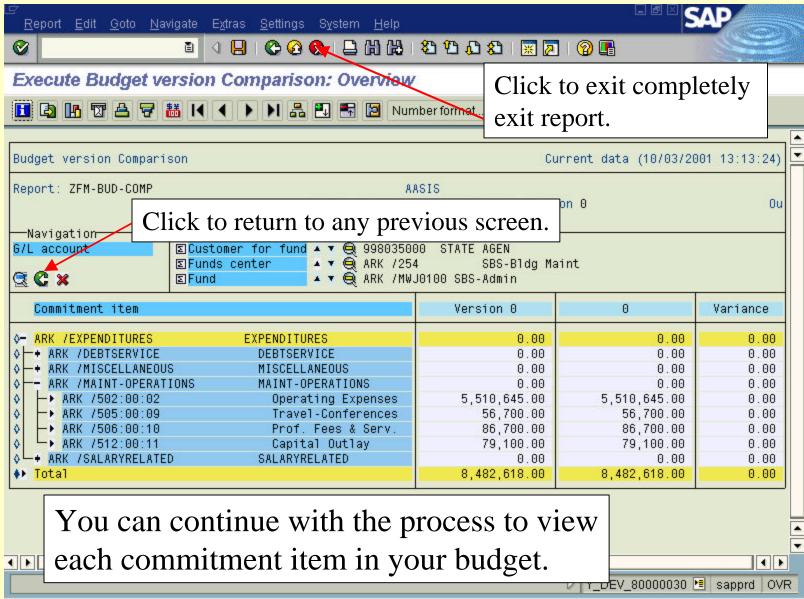














## Appropriation Manual (Agency/Fund/FC) Y\_DEV\_80000029

- This transaction allows you to view current and next fiscal year's appropriated budgets.
- You can also view any adjustments, e.g. transfers and/or receipts, to your original budget appropriation.

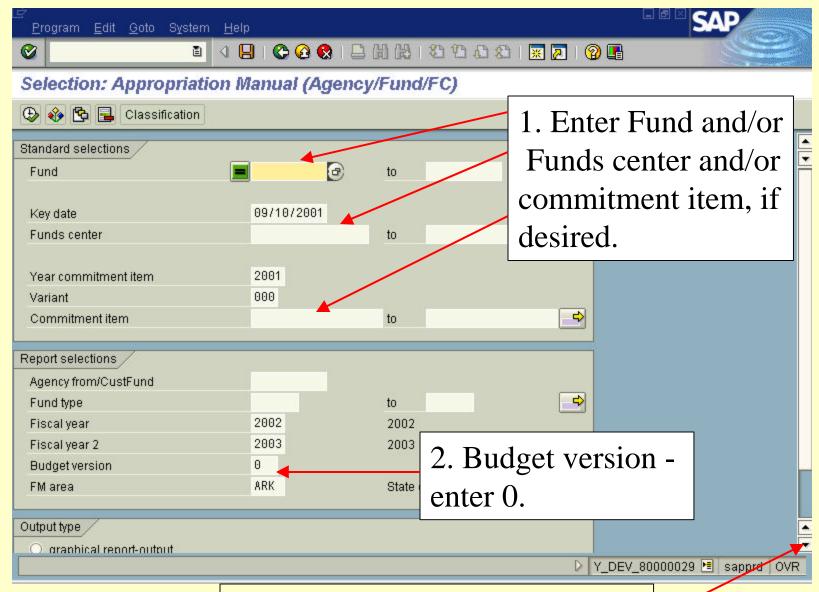


#### Demonstration

Appropriation Manual (Agency/Fund/FC) Y\_DEV\_80000029

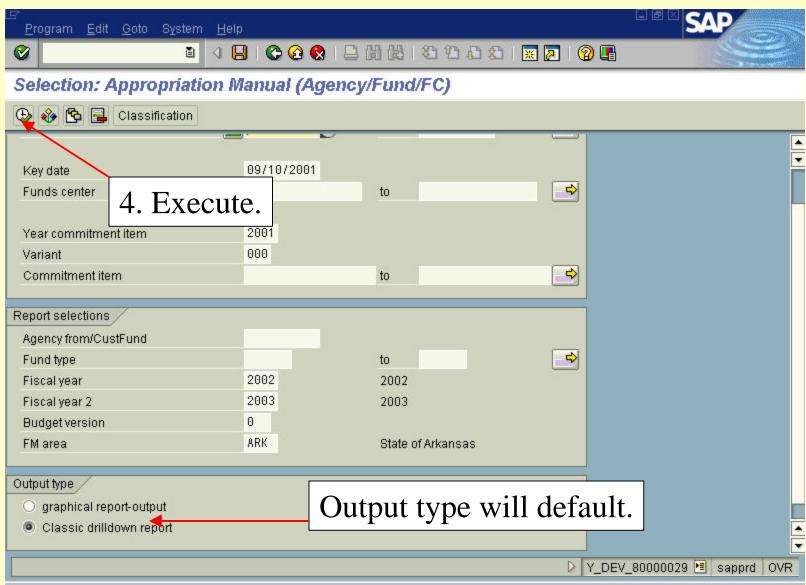
Special Transactions & Reports (State of Arkansas) > Funds Management > Reporting > Budget > Appropriation Manual (Agency/Fund/FC)



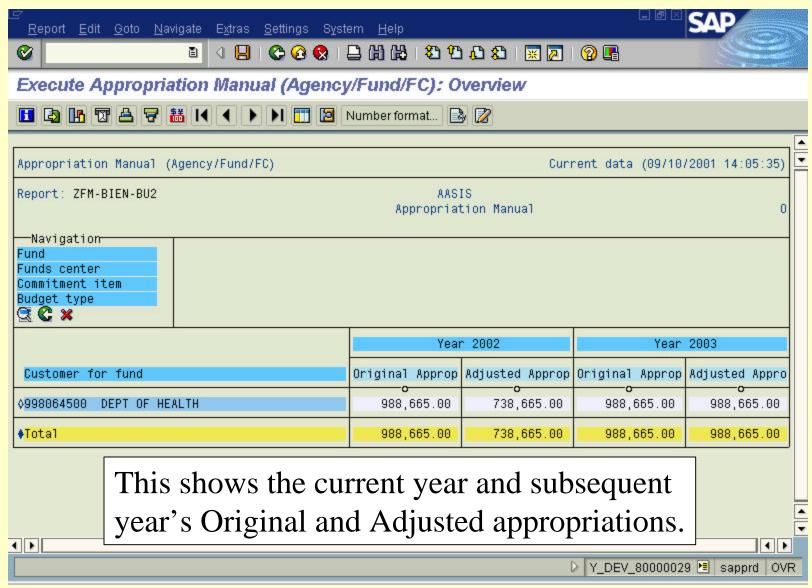


AASIS Support Center October, 2001 3. Scroll for Output type choice.

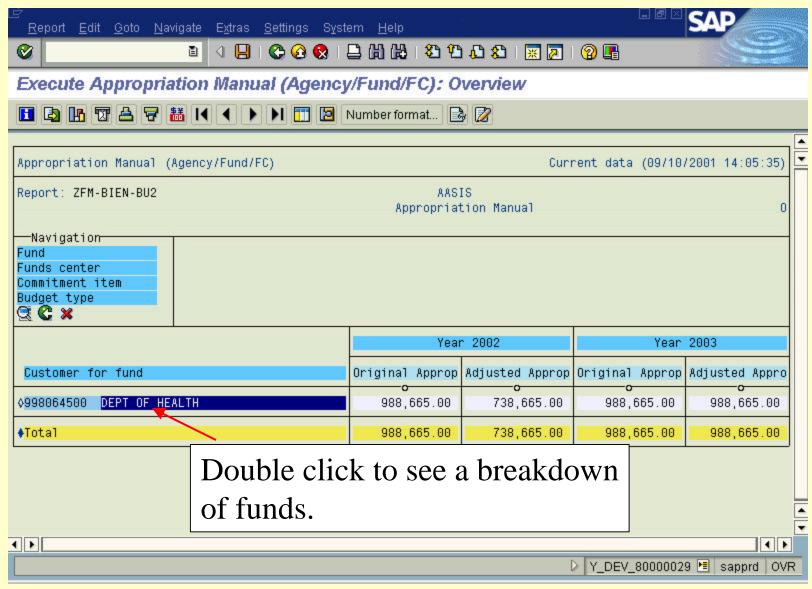




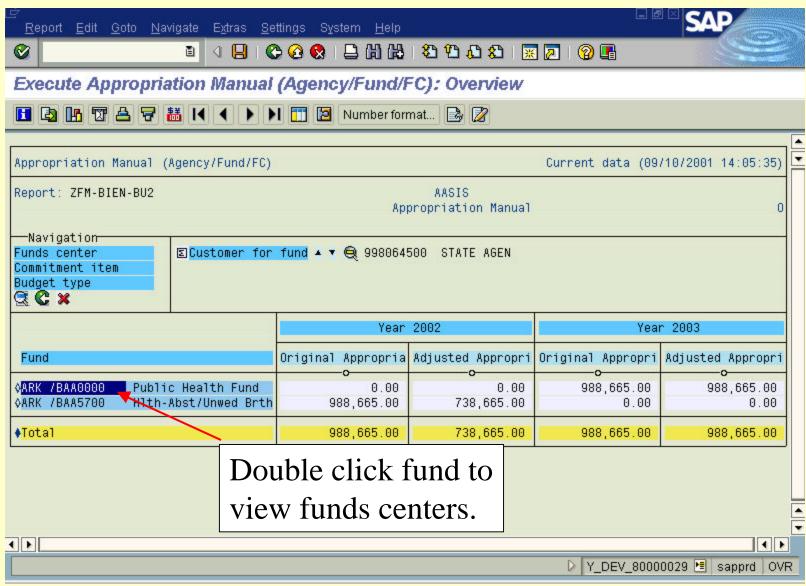




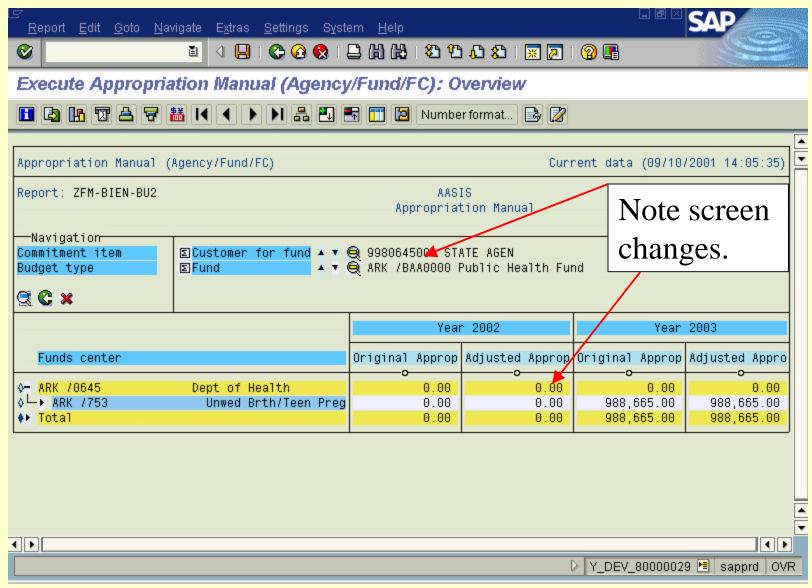




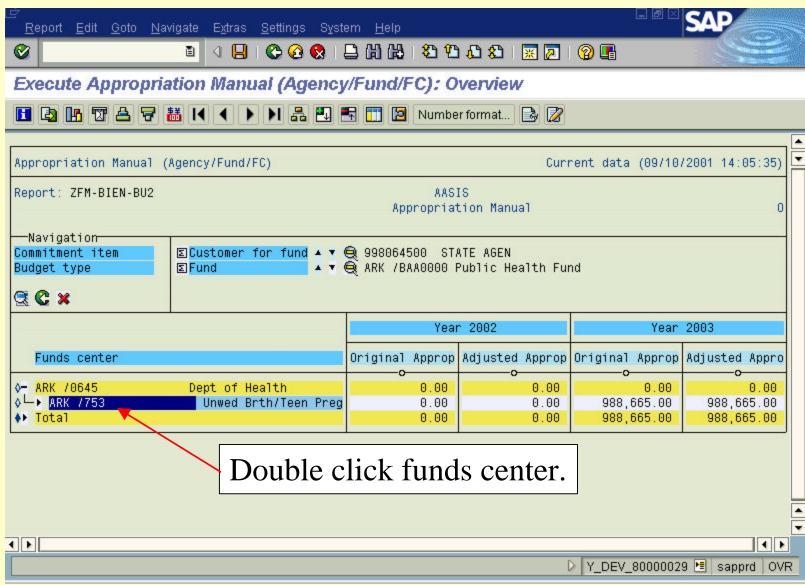




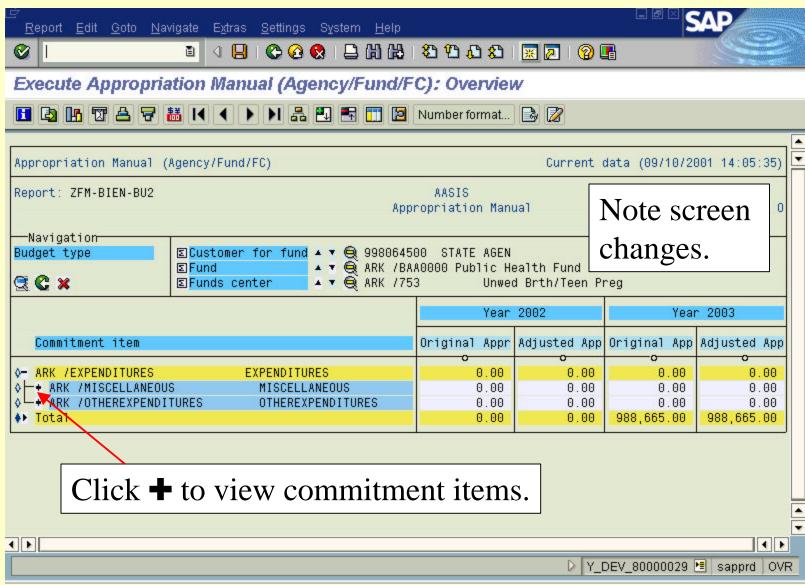




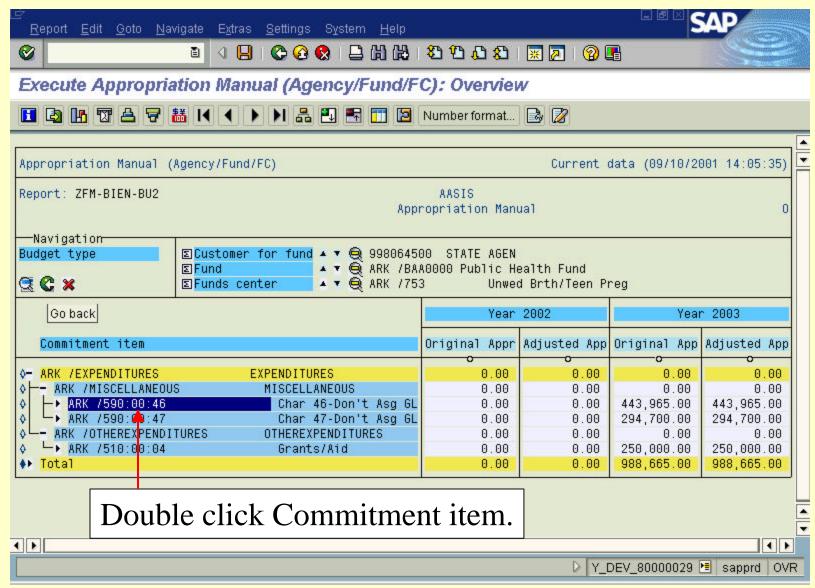




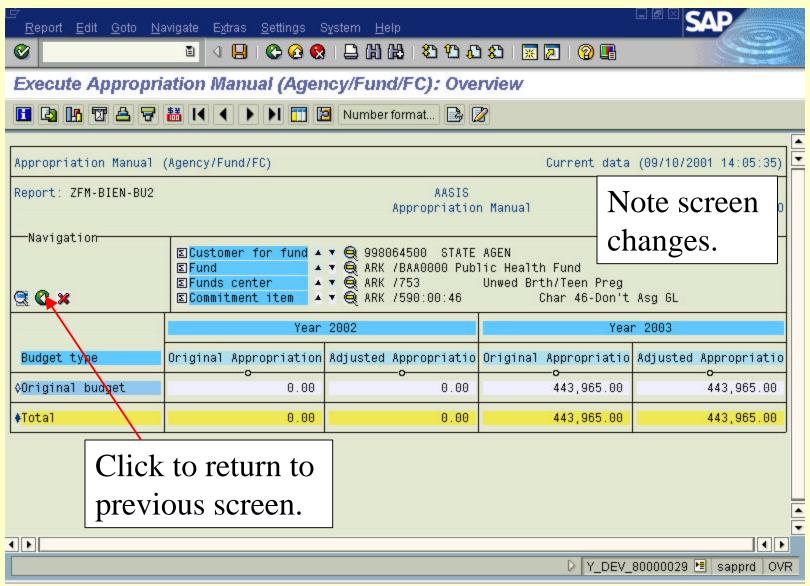




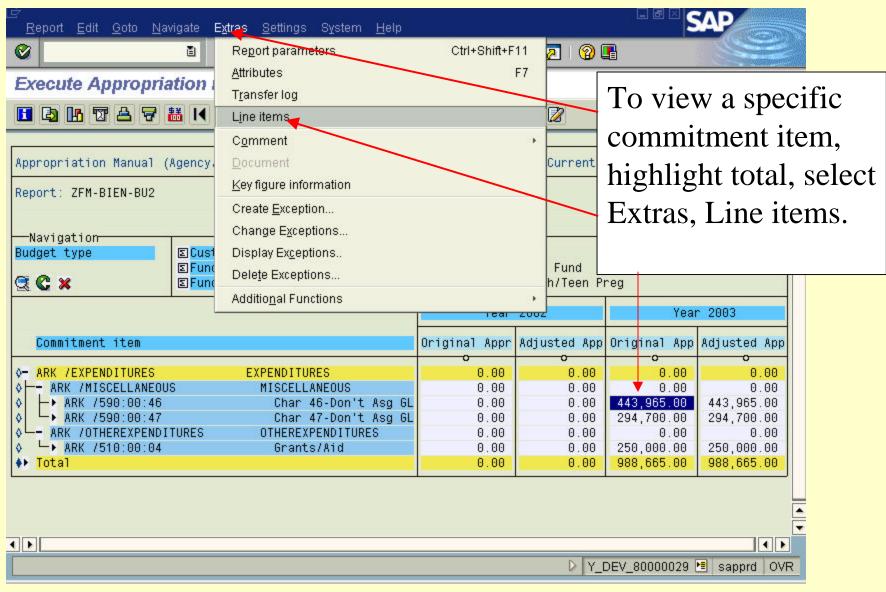




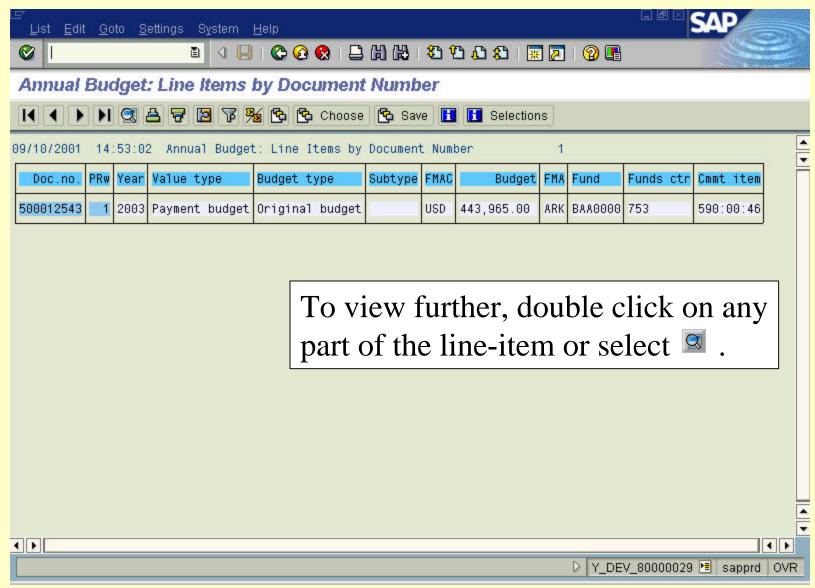




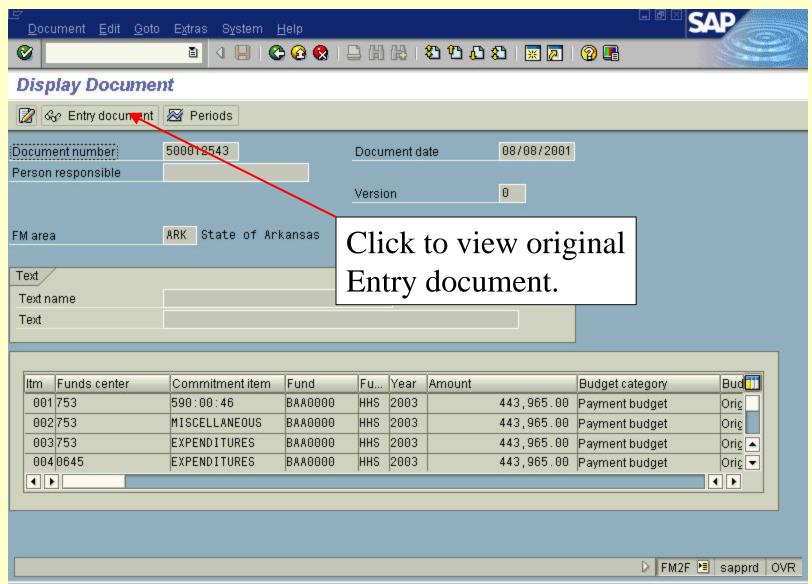




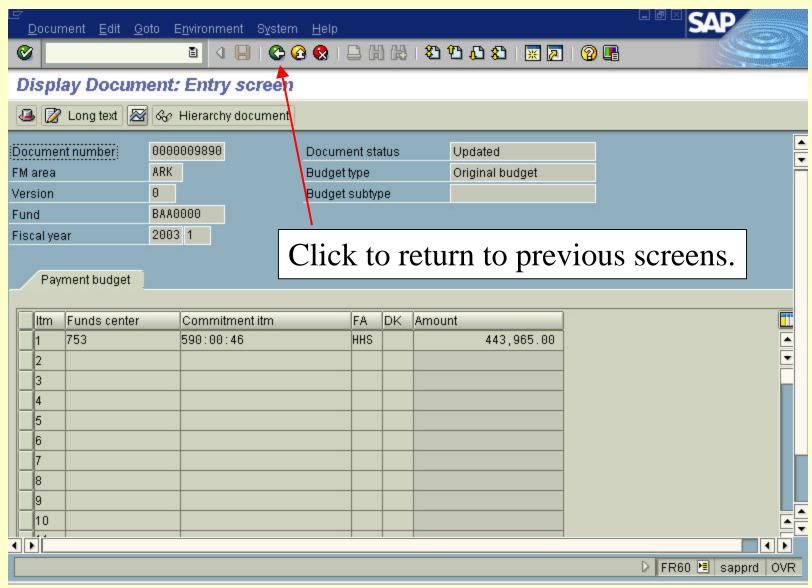




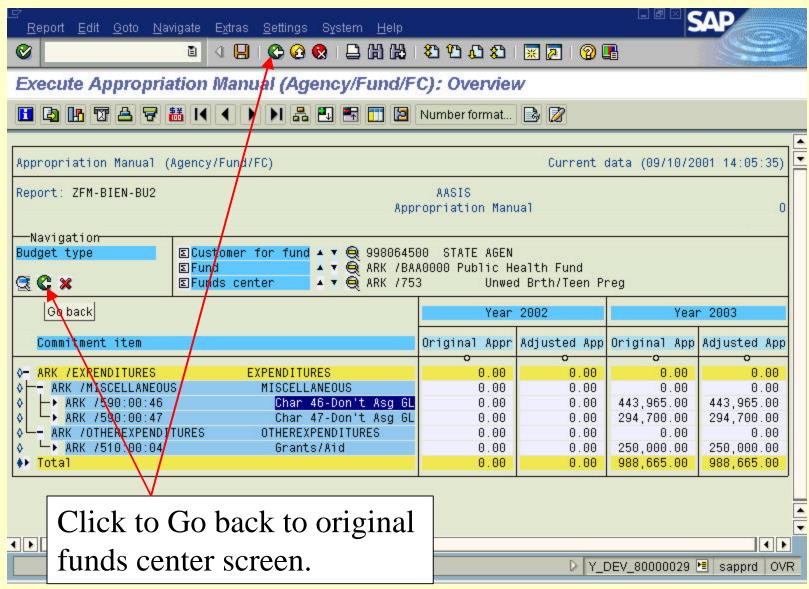




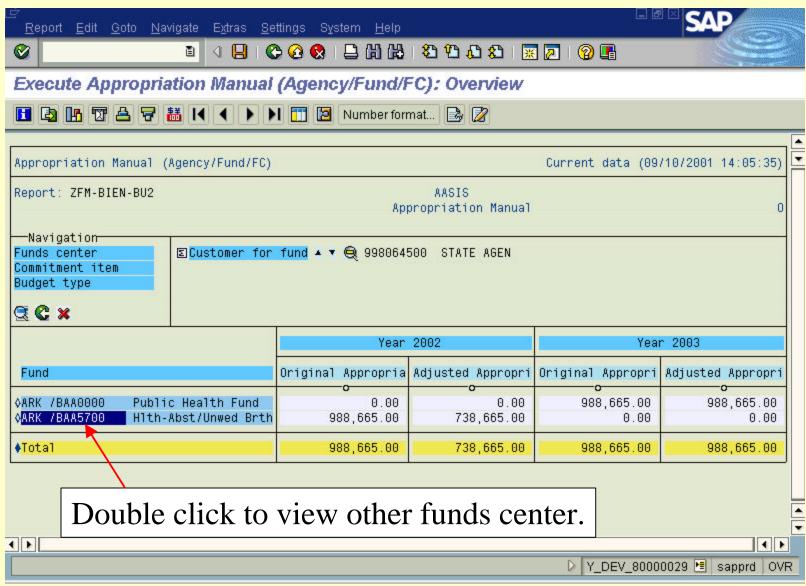




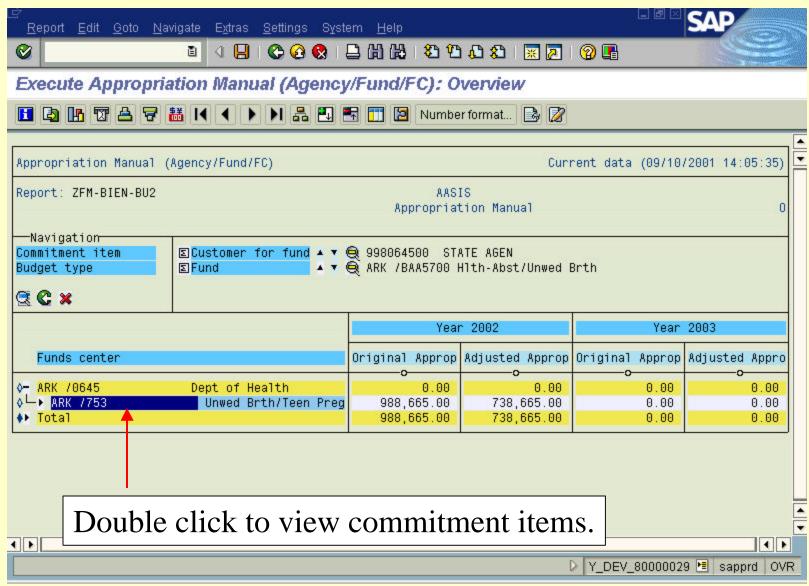




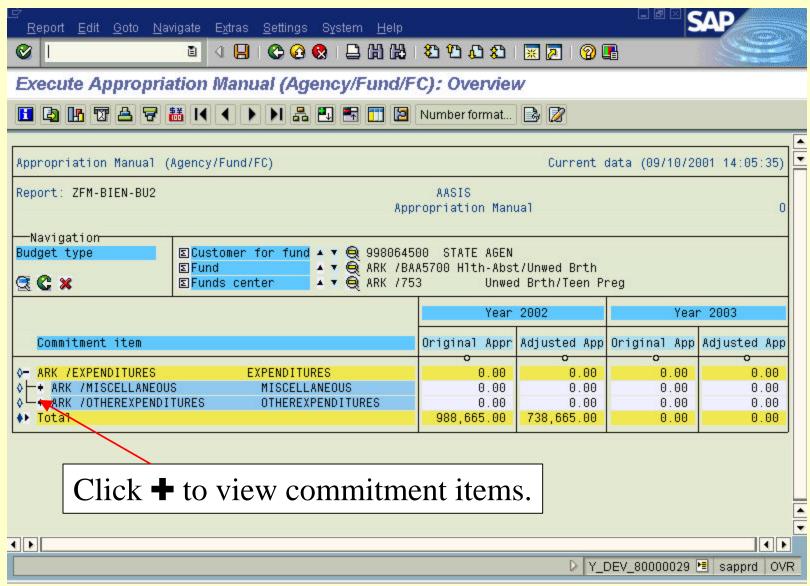




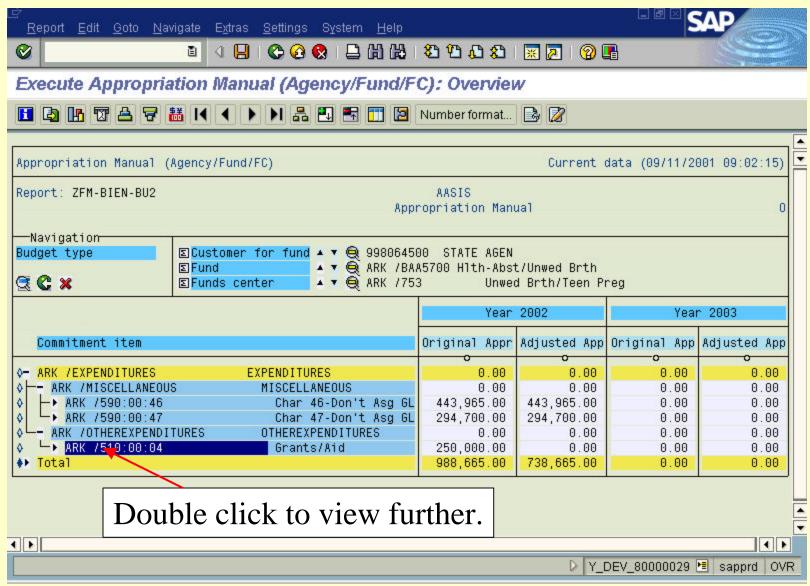




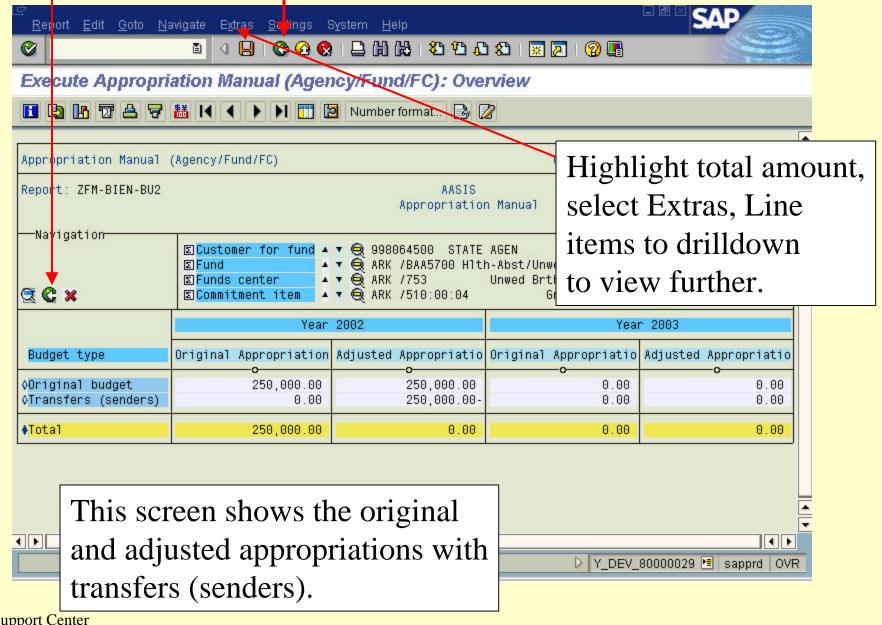








### Click green arrows to exit transaction.



AASIS Support Center October, 2001



## Appropriation/Allotment Worksheet (Agency/Fund/FC) Y\_DEV\_80000027

- This transaction allows you to view original appropriation, budget changes, adjusted appropriation and deferments.
- You can also view allotment and allotment by quarter.



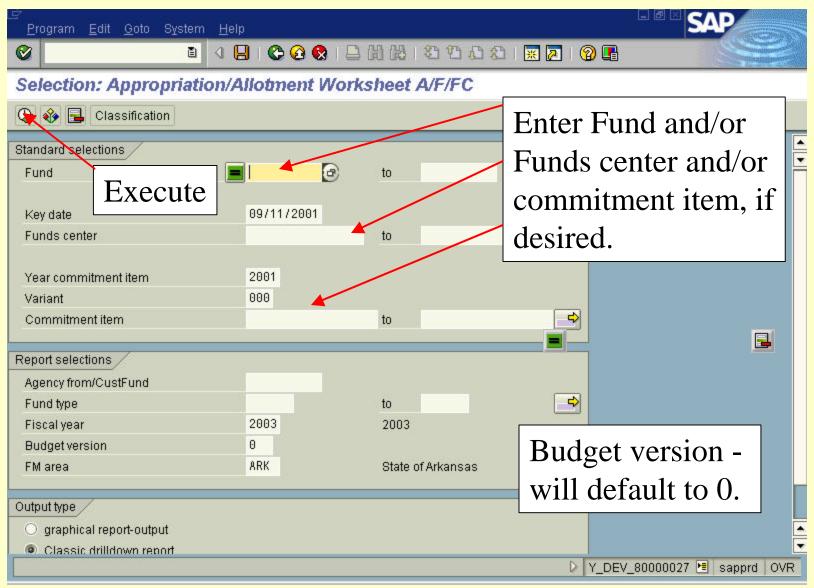
### Demonstration

Appropriation/Allotment Worksheet (Agency/Fund/FC) - Y\_DEV\_8000027

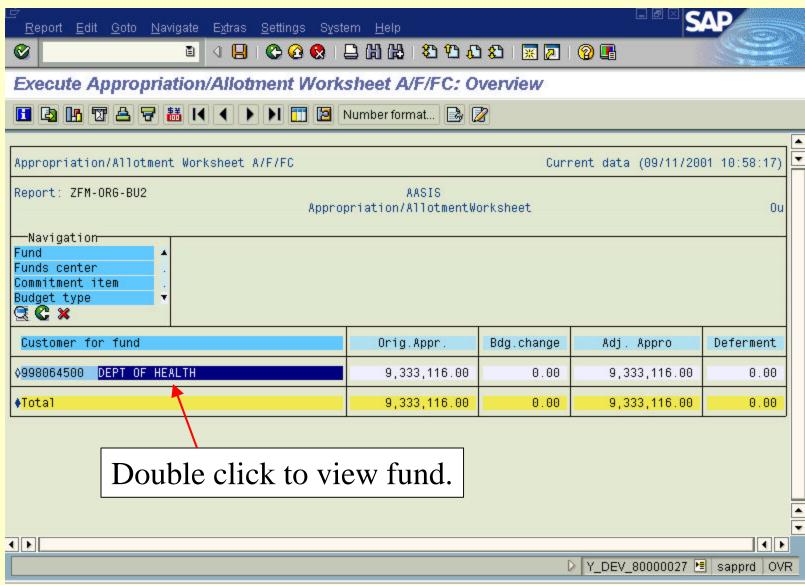
Special Transactions & Reports (State of Arkansas) > Funds Management > Reporting > Budget > Appropriation/Allotment (Agency/Fund/FC)



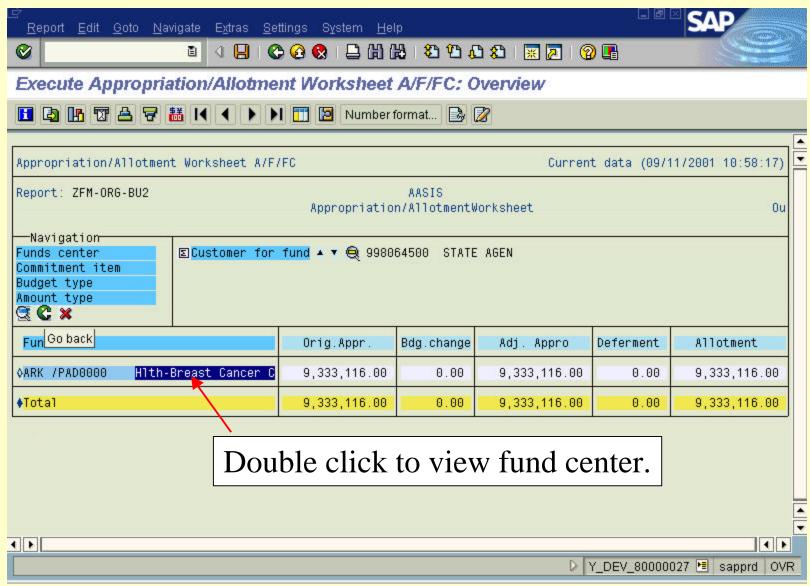




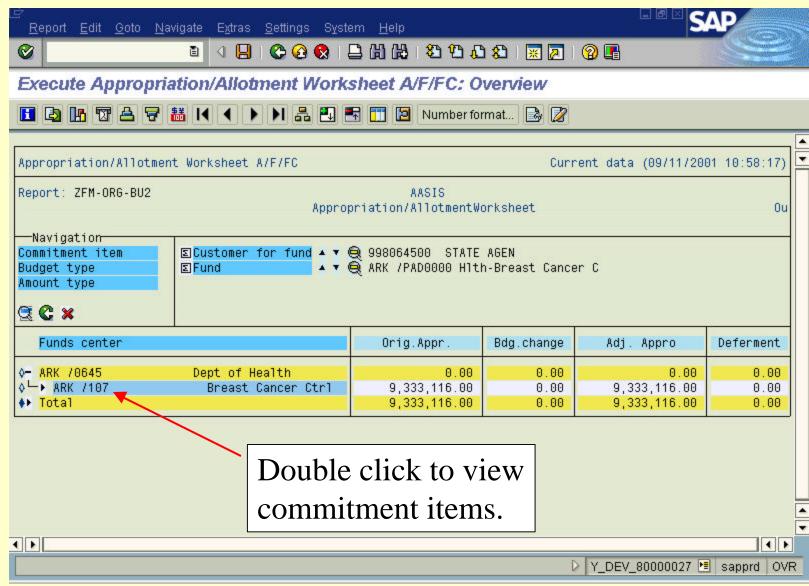




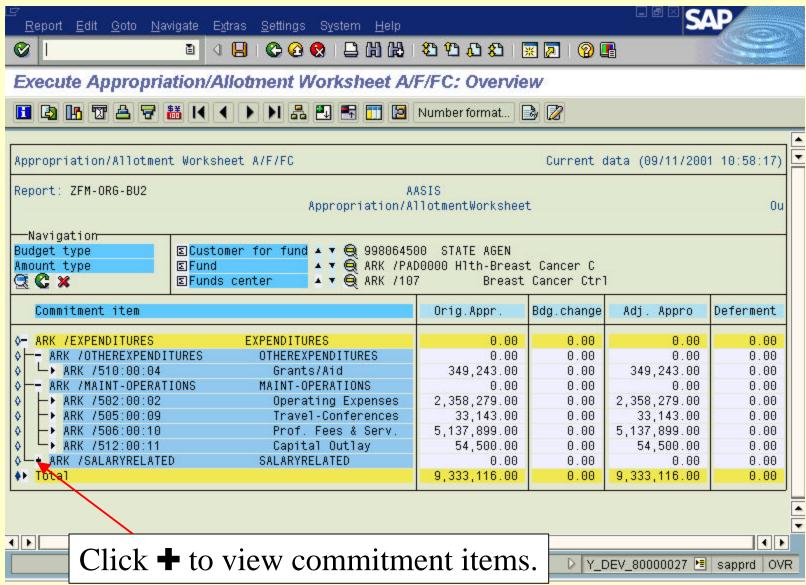




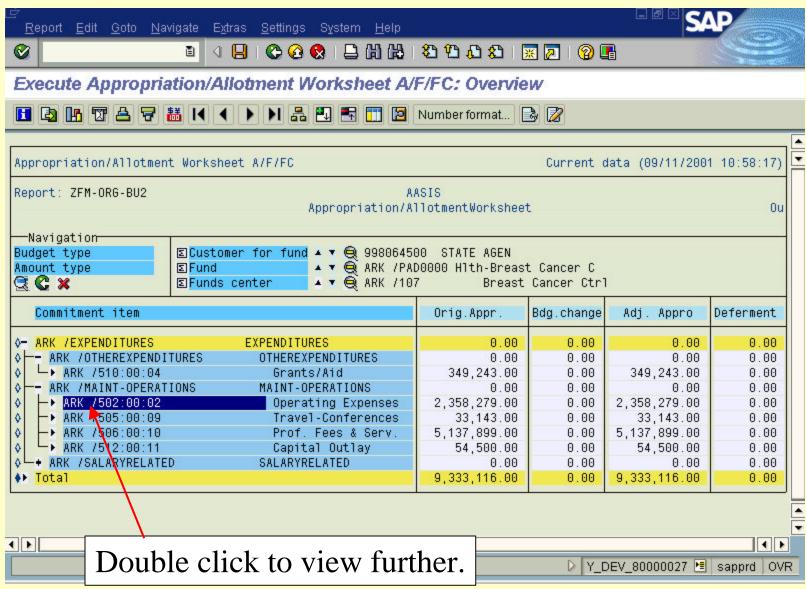




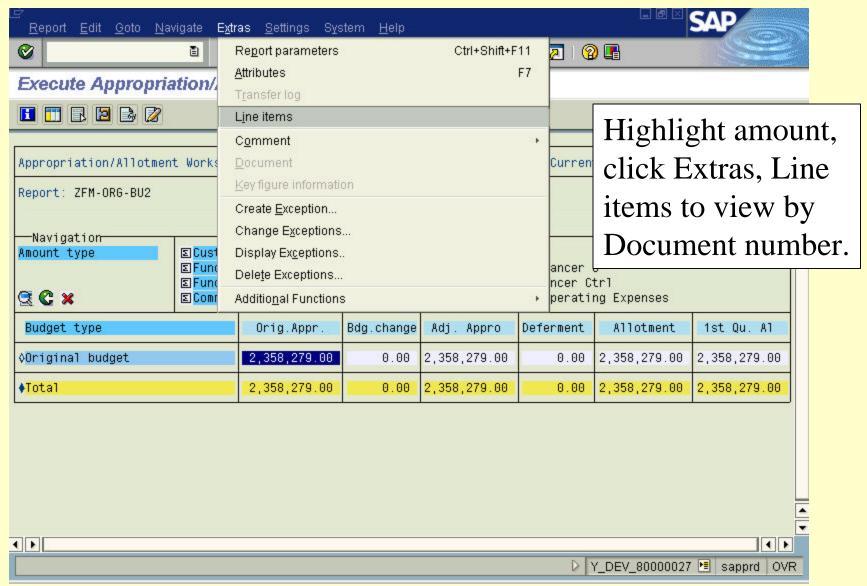




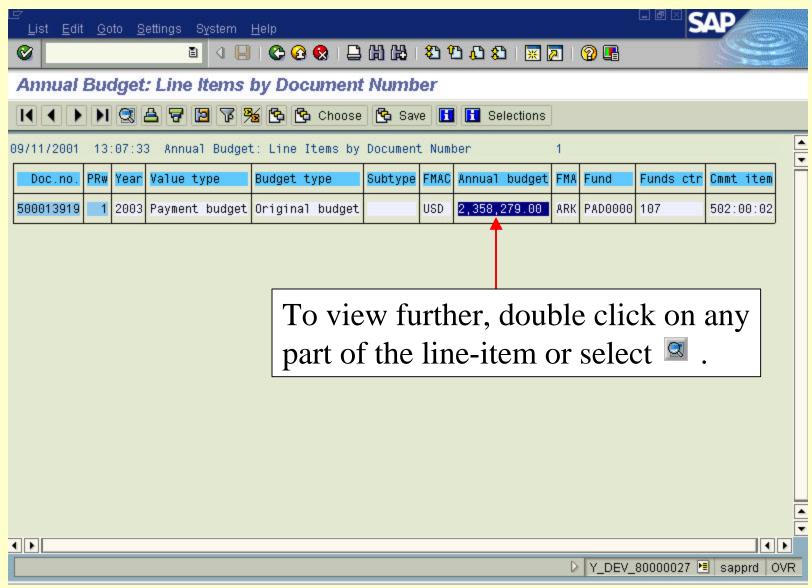




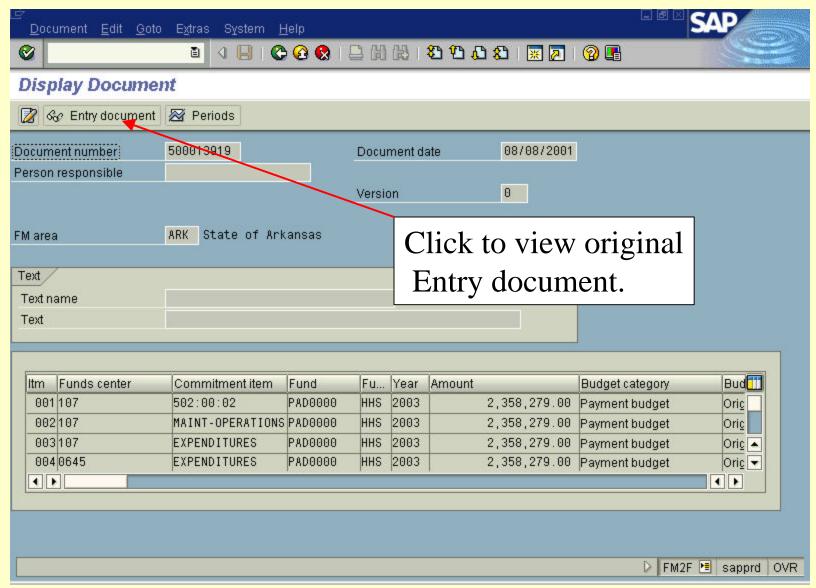




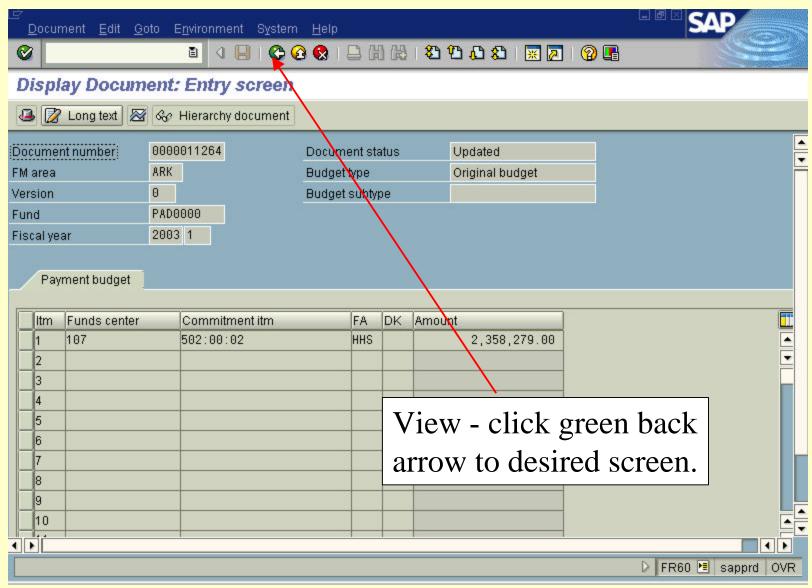














# Budget versus Actual (Agency/Fund/FC) Y\_DEV\_80000028

- This transaction allows you to view the budget by allotment, committed items, actual expenses and the remaining budget by period (month).
- You can view general ledger account assignments and cost centers to commitment items.
- You can also drilldown to view the transaction (purchase order) that created the expense.



## Demonstration

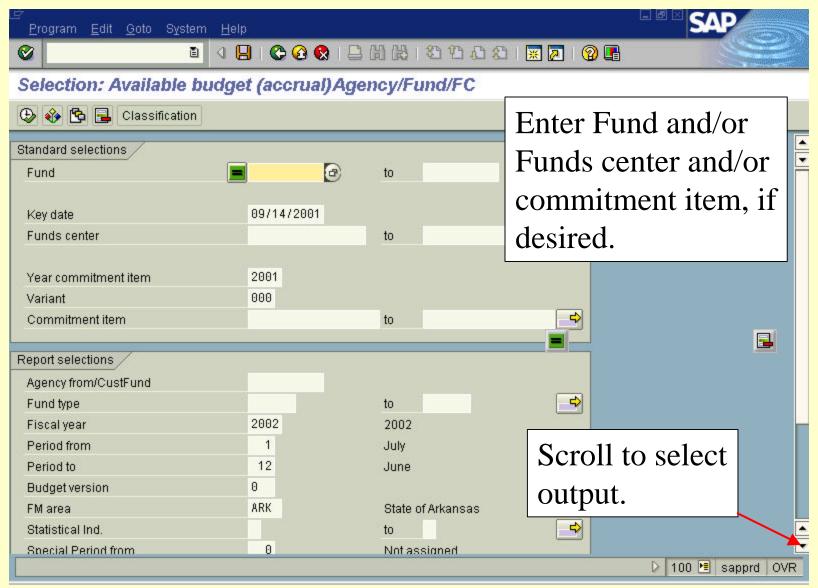
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Budget versus Actual (Agency/Fund/FC) Y DEV 80000028

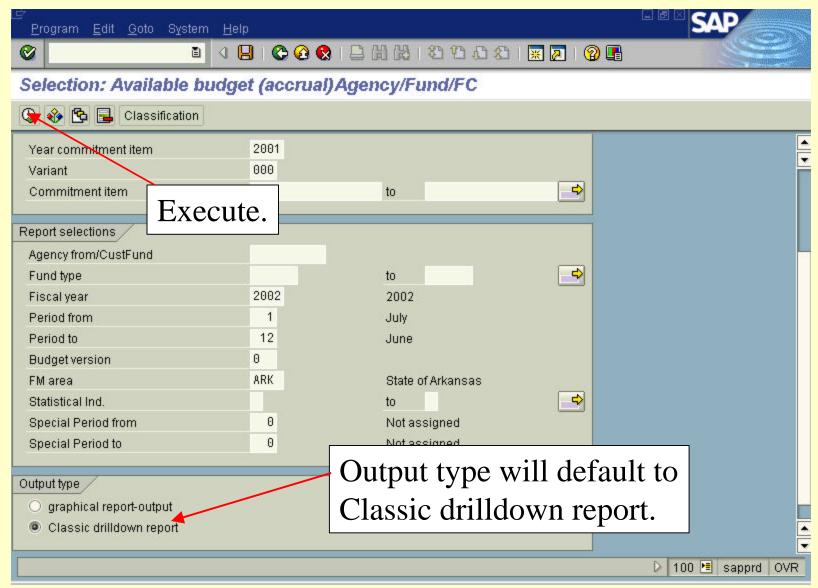
Special Transactions & Reports (State of Arkansas) > Funds Management > Reporting > Budget/Actual (accrual) > Budget versus Actual (Agency/Fund/FC)



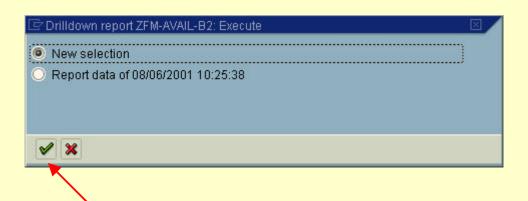






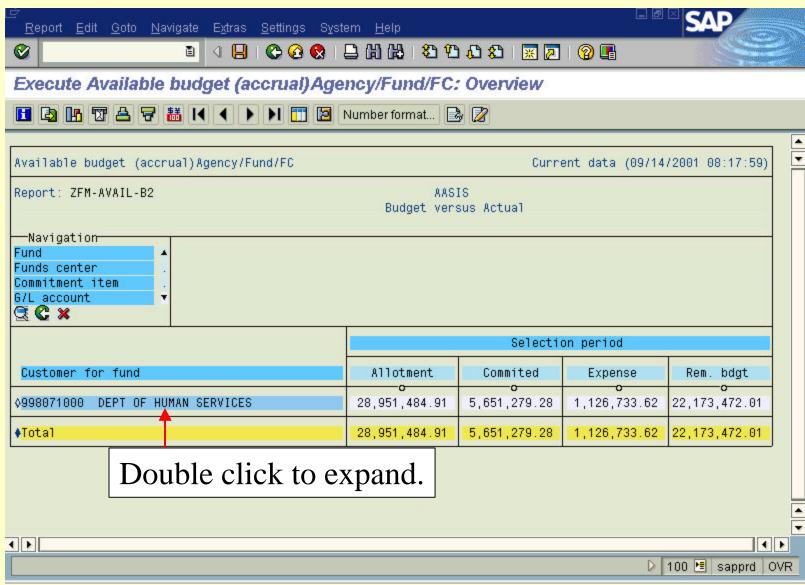




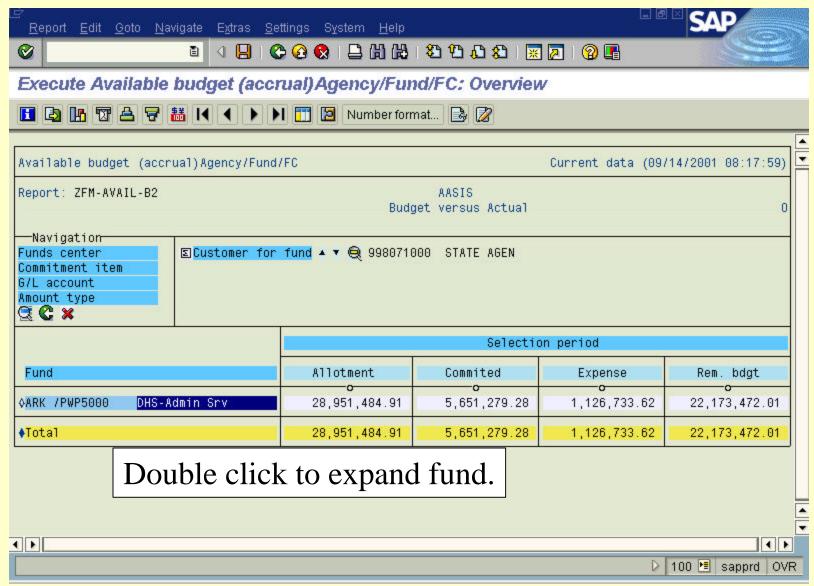


Popup box will appear click green check or enter.

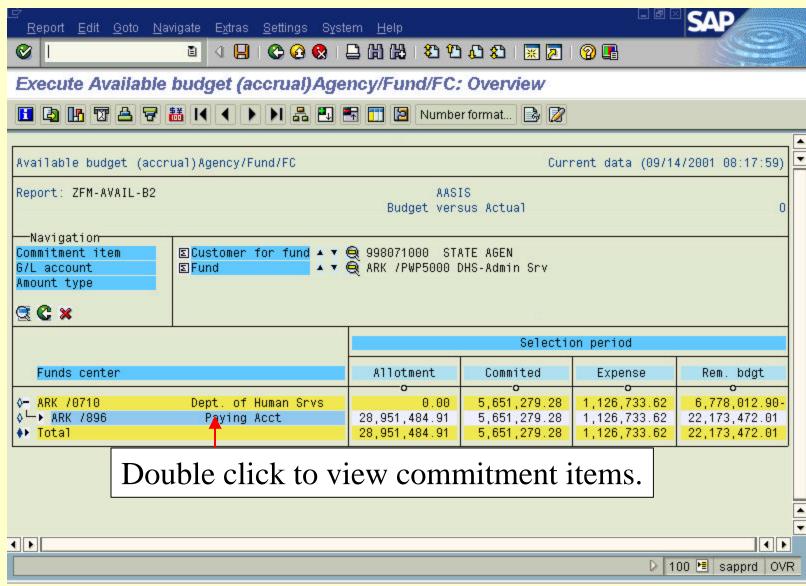




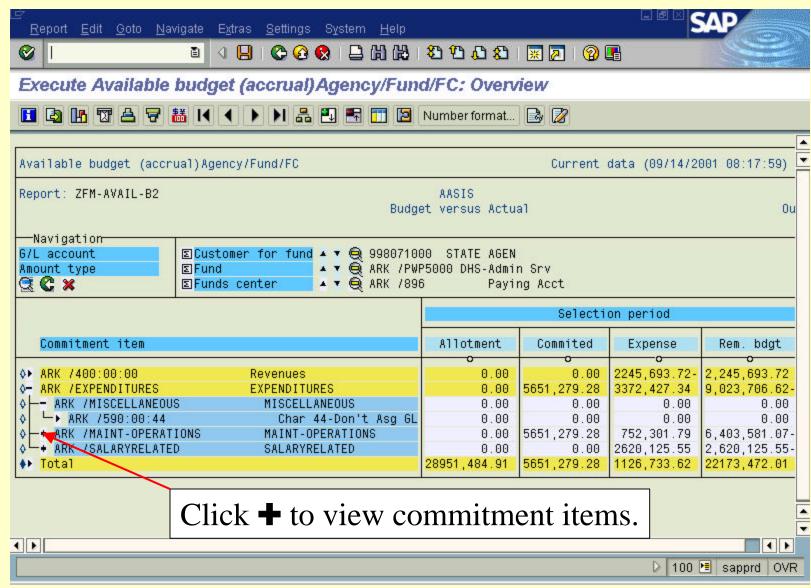




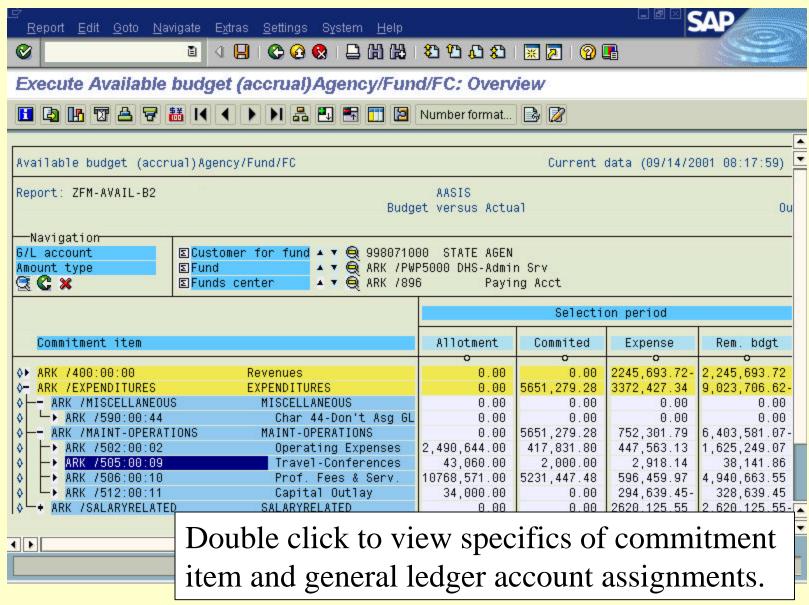




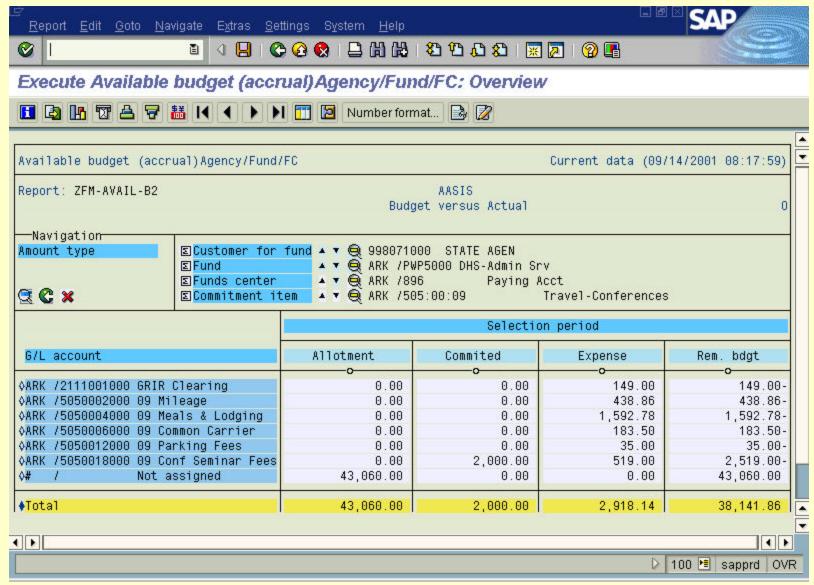




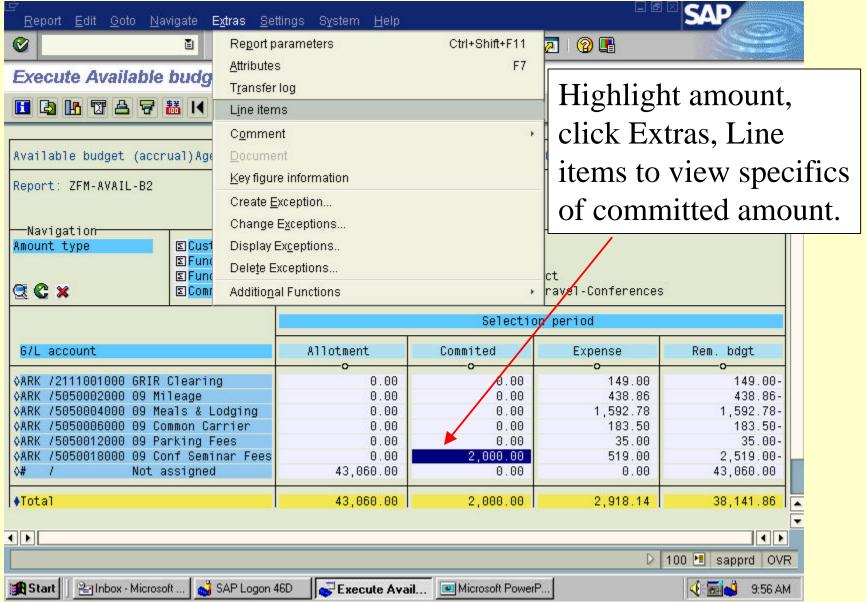




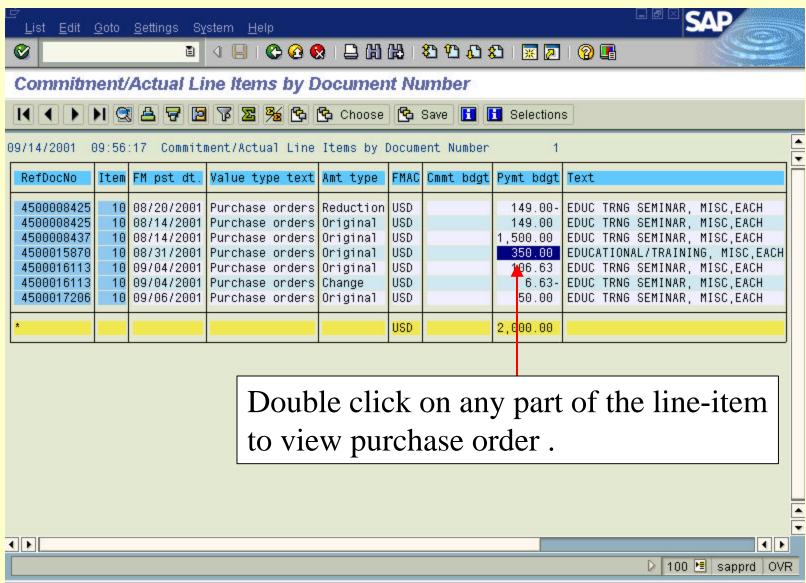




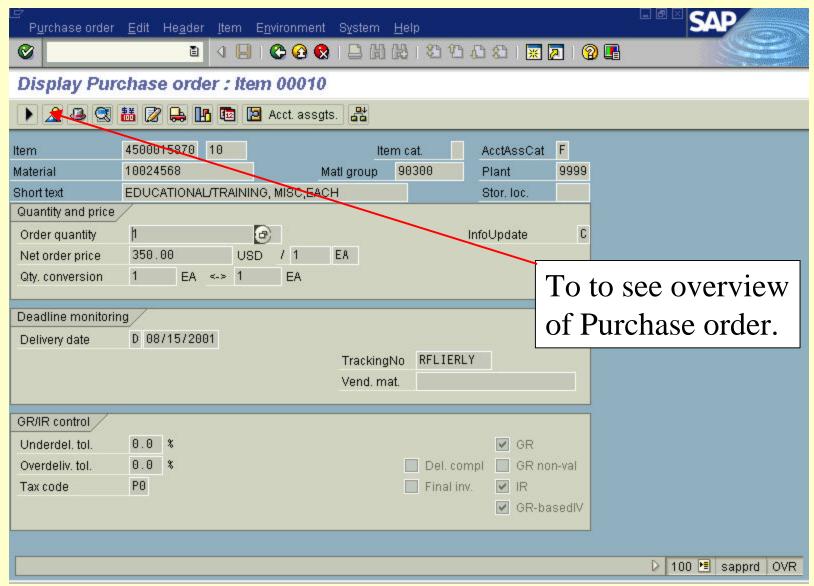




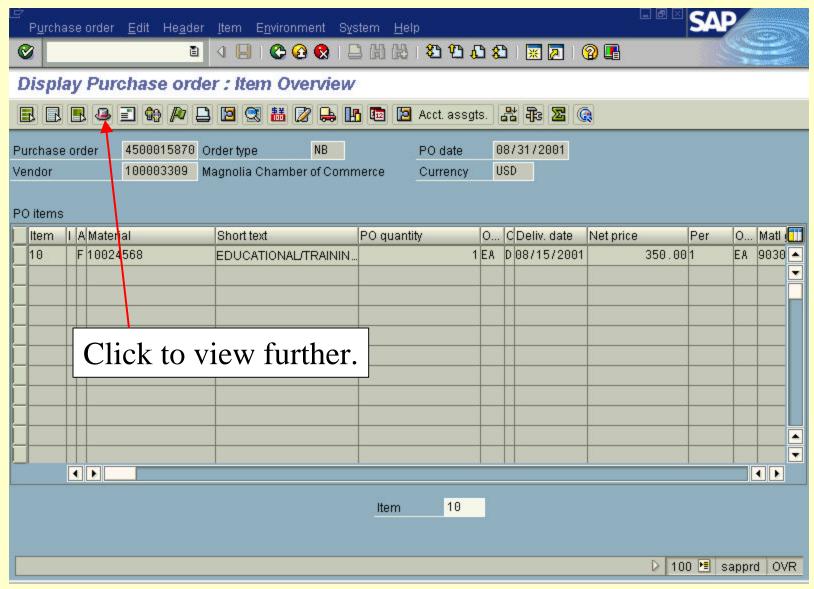




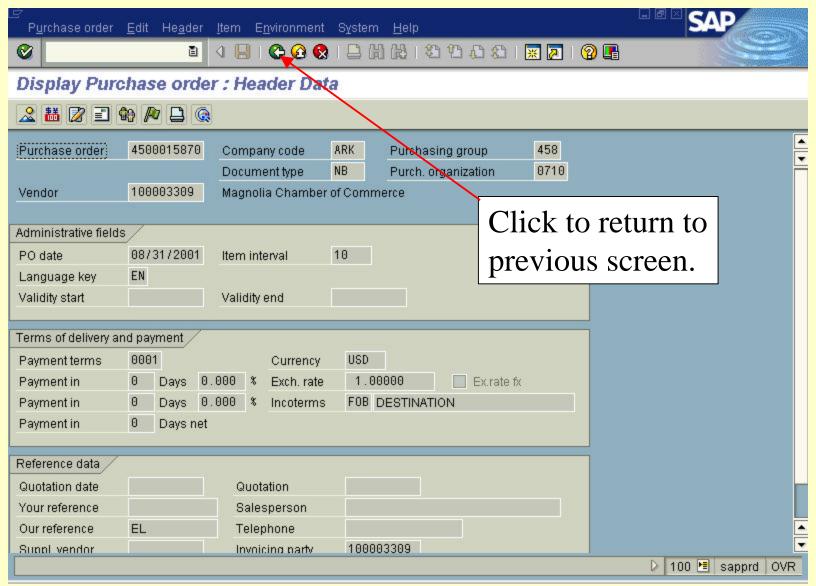




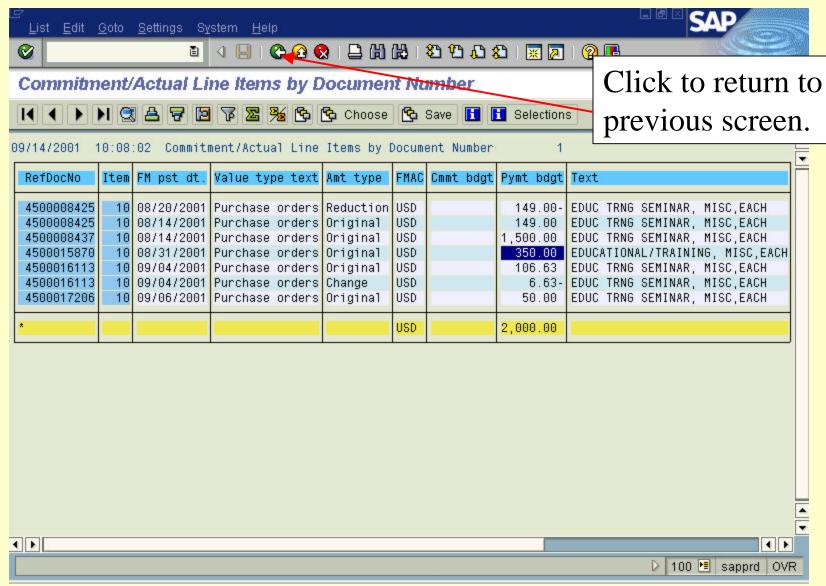




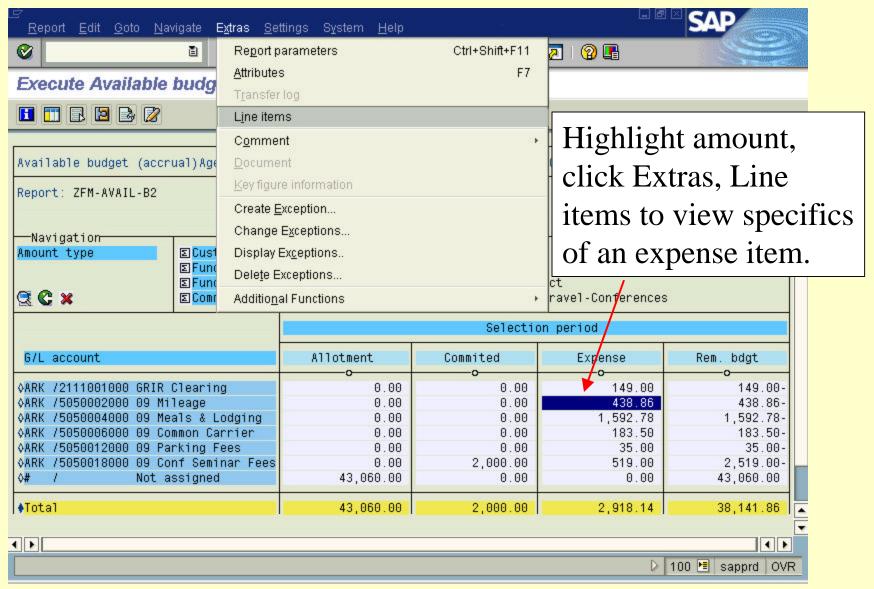




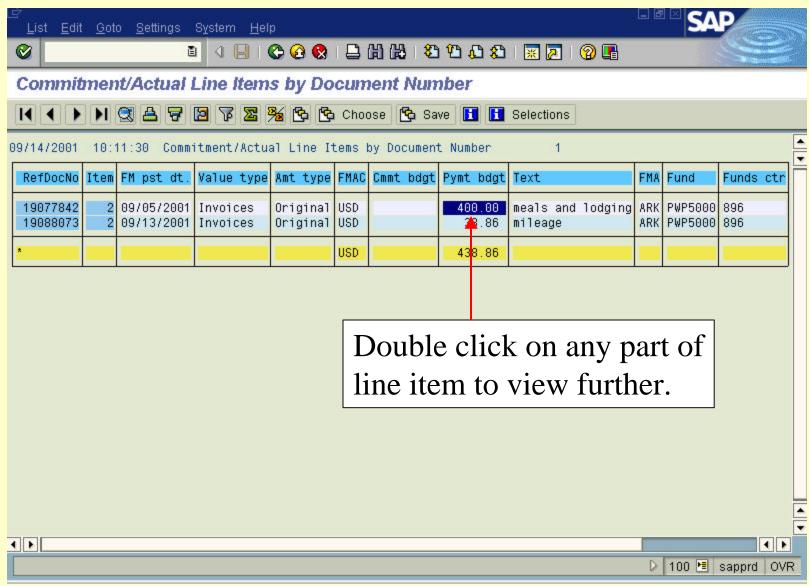




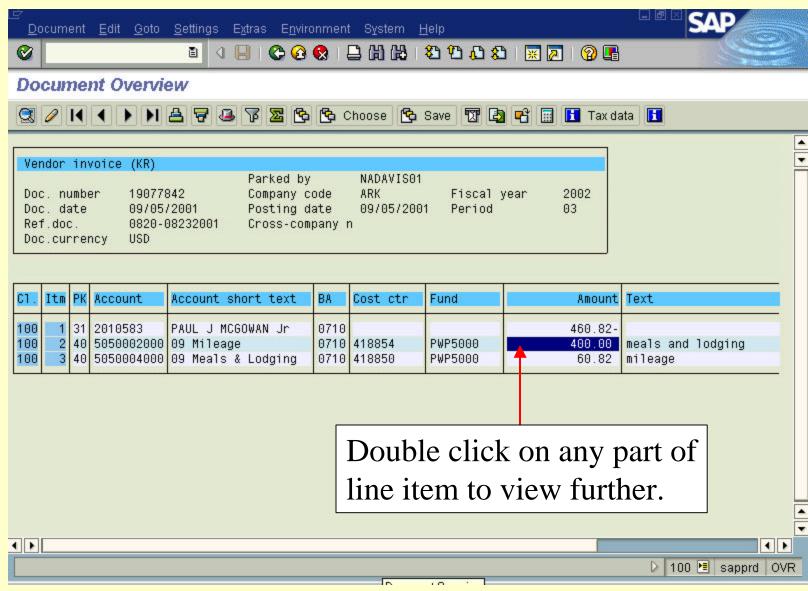




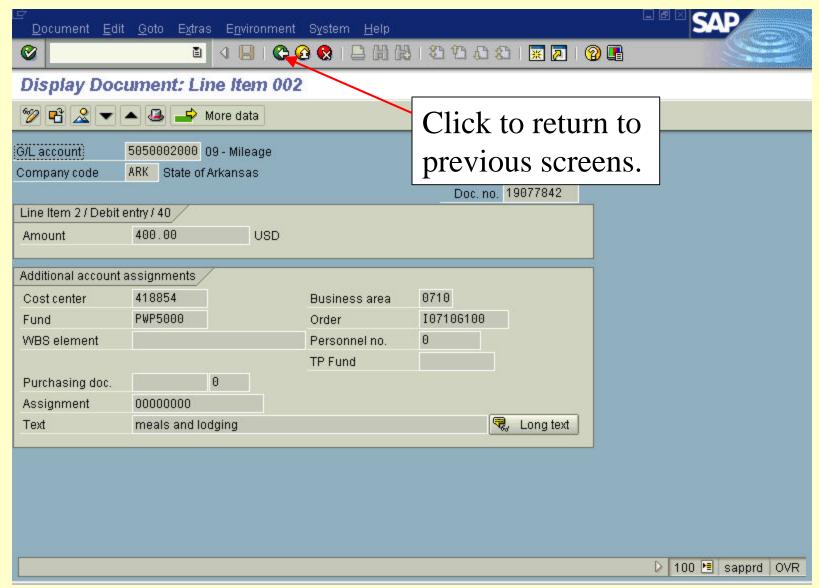




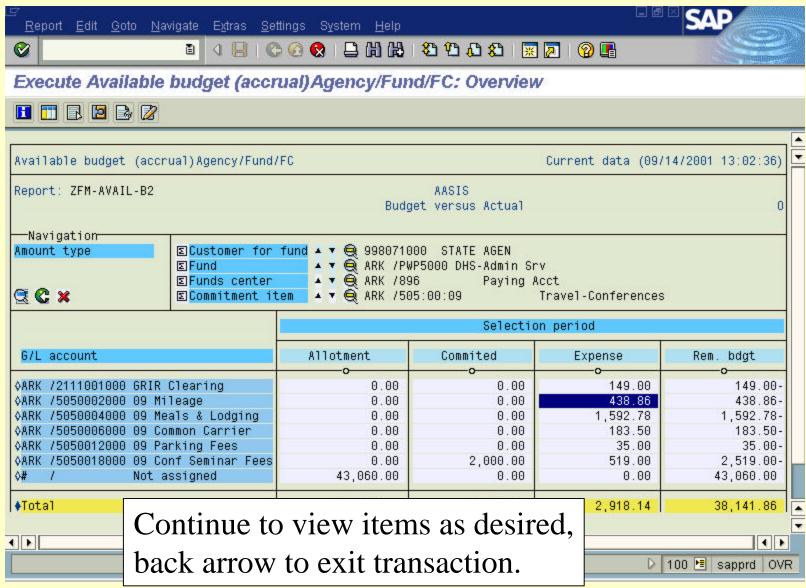














## Assignments to Cost Centers S\_KI4\_38000042

• This transaction allows you to find what cost center is mapped to a fund and funds center.



#### Demonstration

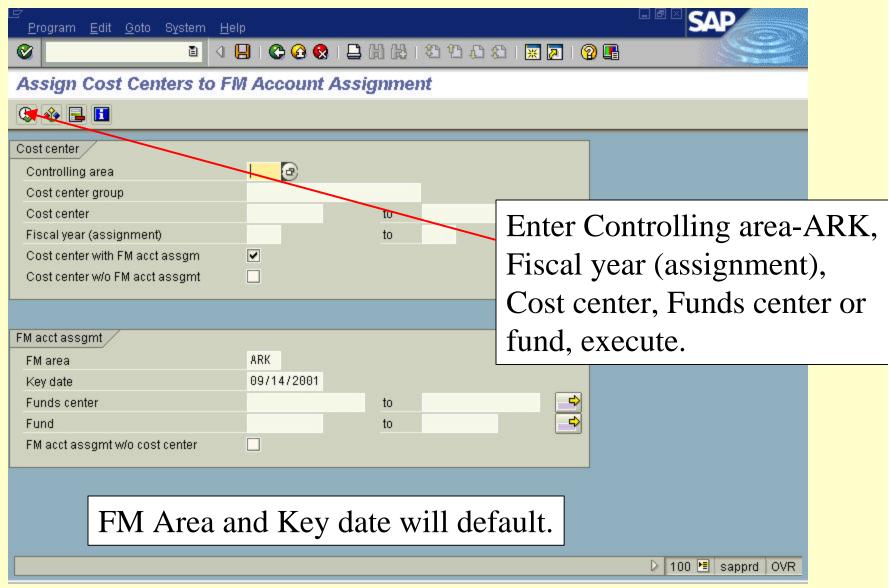
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Assignments to Cost Centers - S KI4 38000042

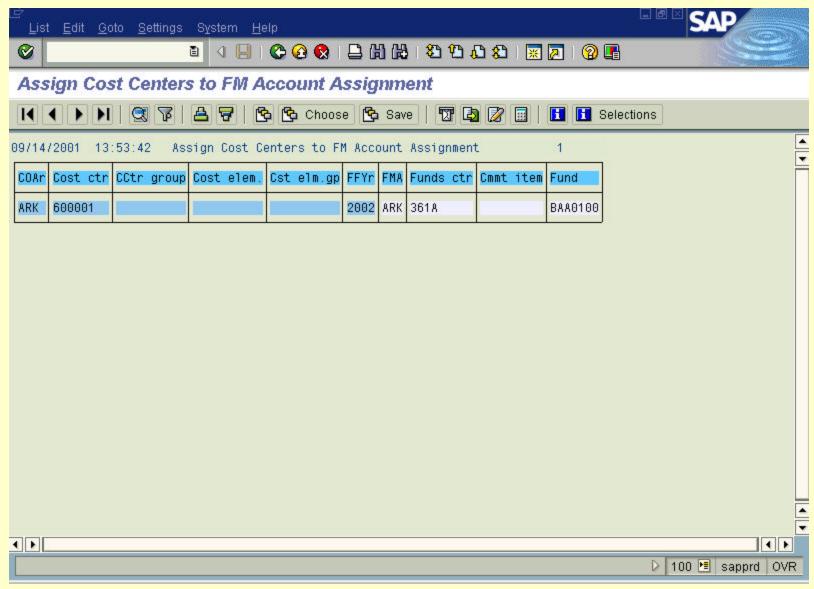
Accounting > Financial Accounting > Funds Management > Information System > Master Data Indexes > Assignments to CO Account Assignments > Assignments to Cost Centers



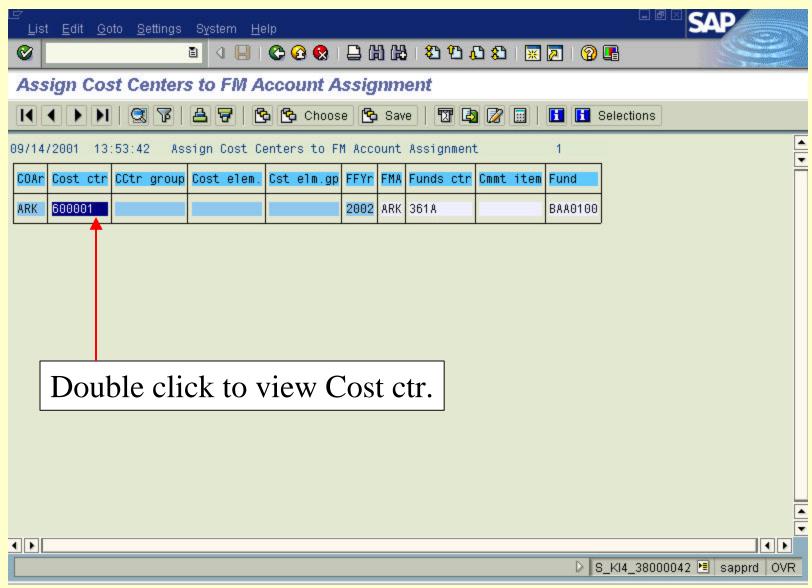




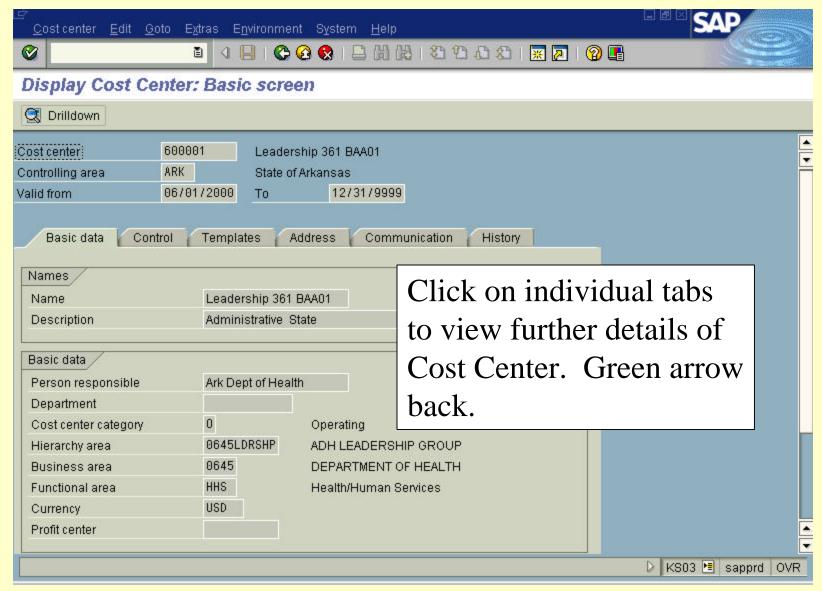




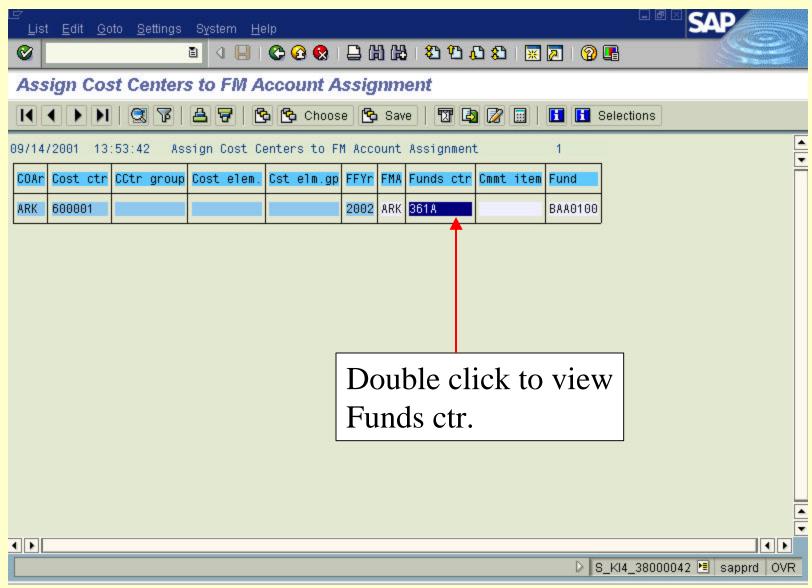




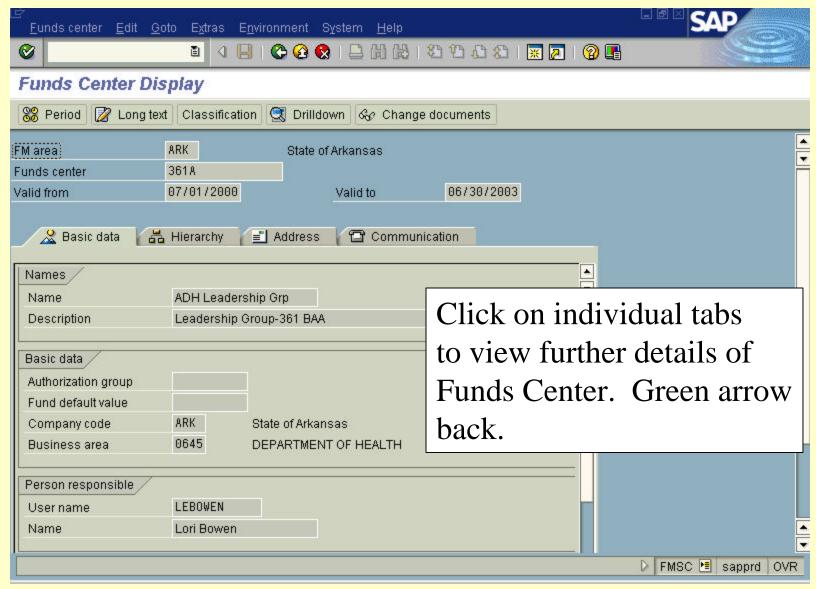




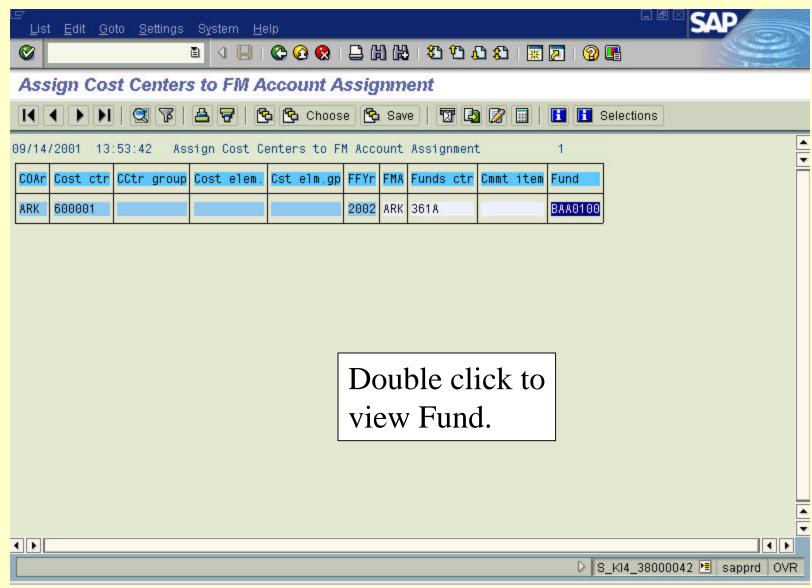




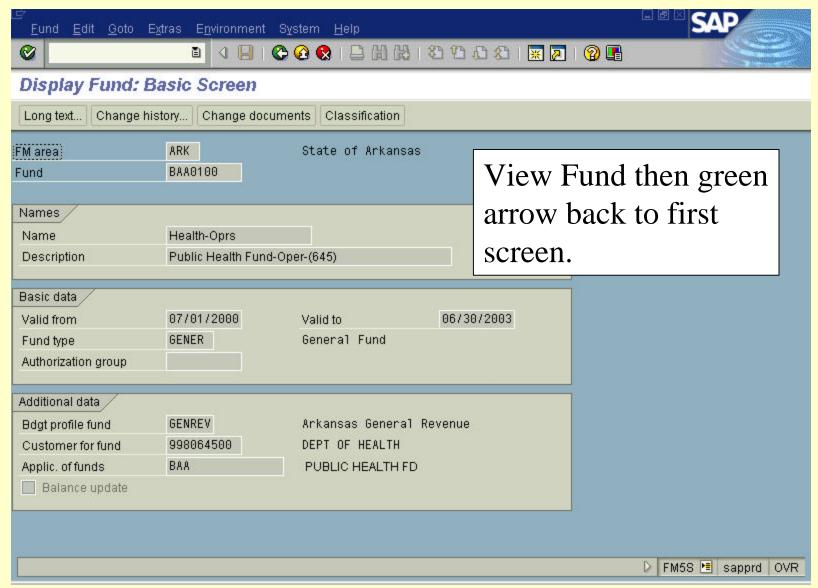




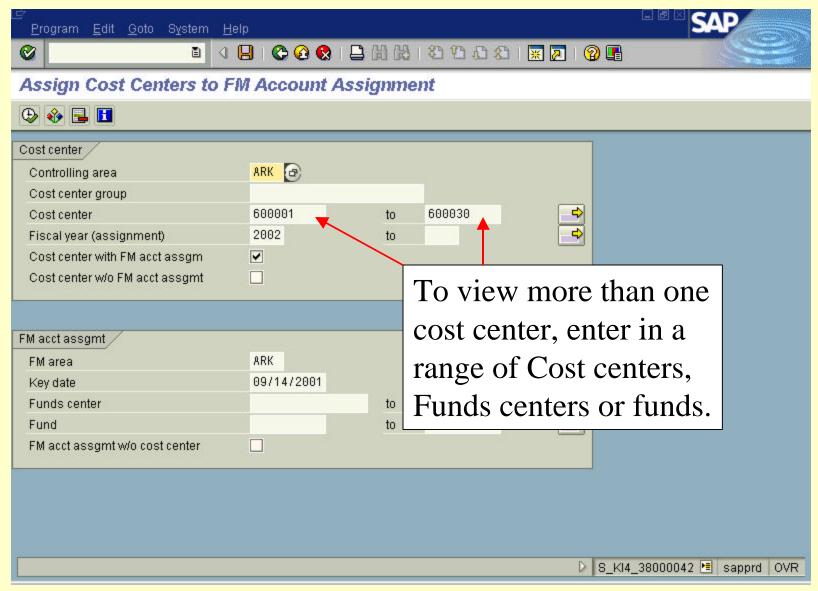




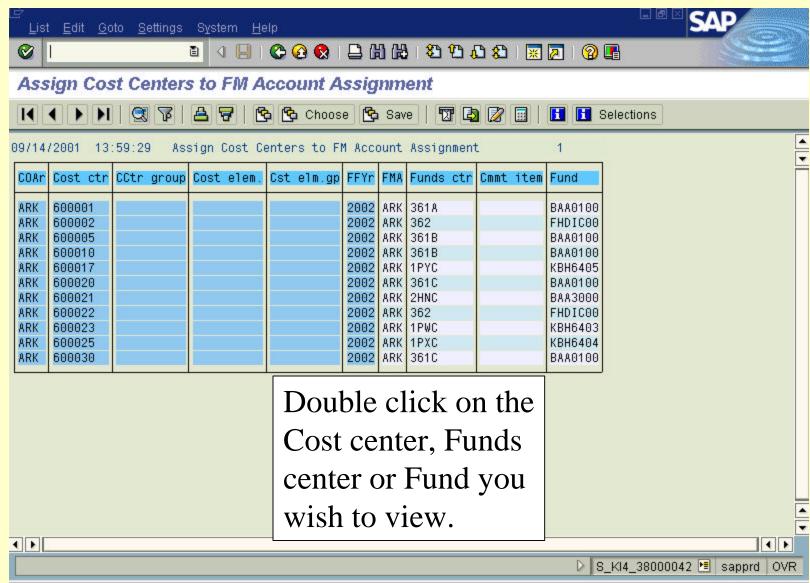














## Annual Budget - Overview S\_ALR\_87012615

- This transaction allows you to view your current FY budget.
- You can view the Distributed and Distributable FY budget.
- By document number, you can view budget payments, payment budget reserved, payment budget earmarked, budget types; sender or receiver and commitment items.



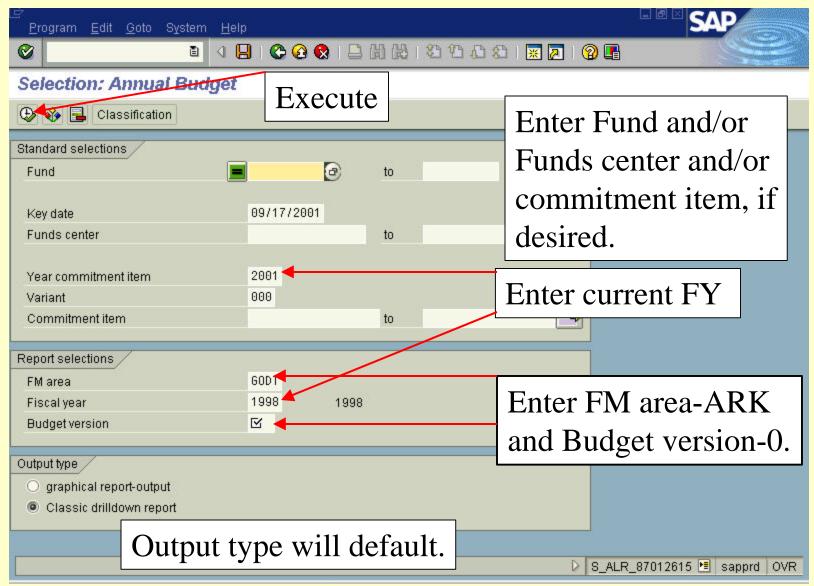
#### Demonstration

Annual Budget - Overview S ALR 87012615

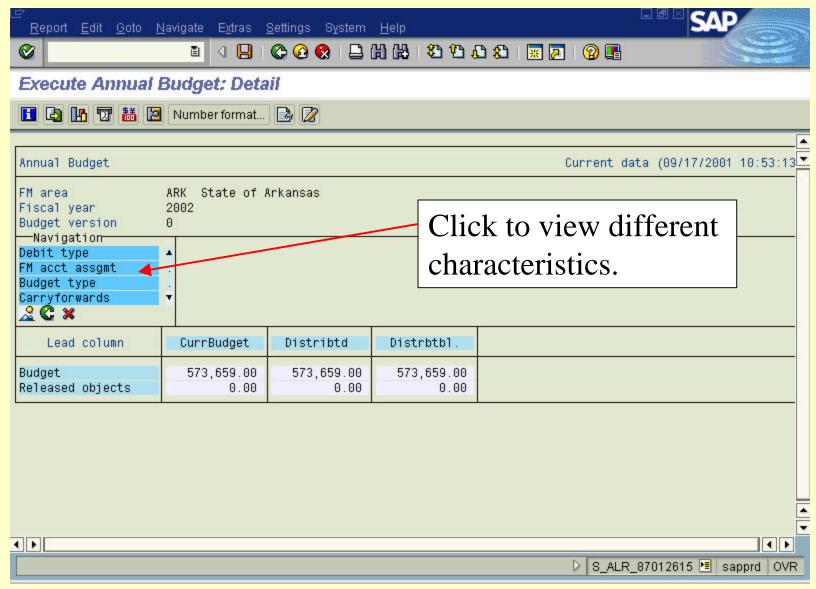
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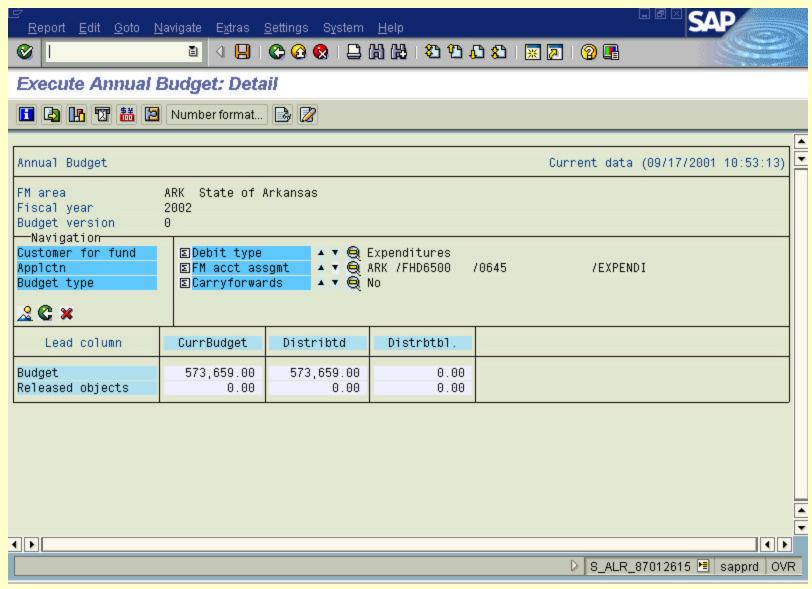




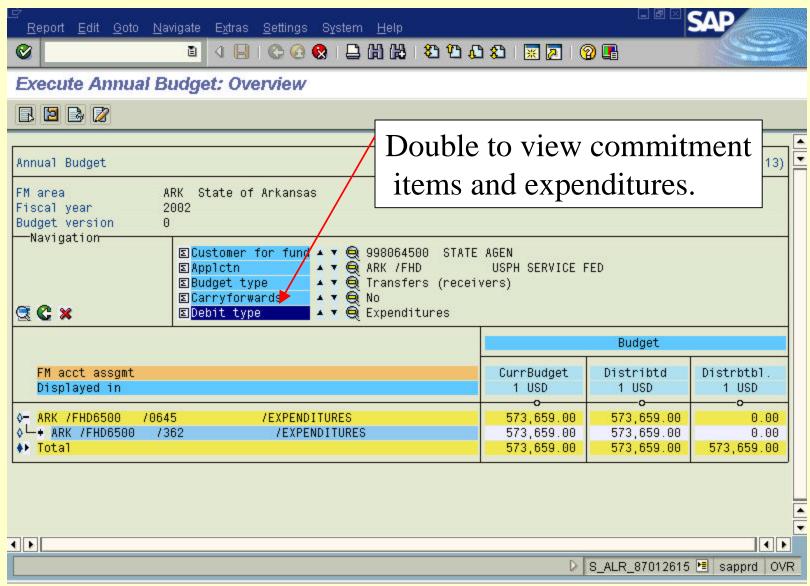




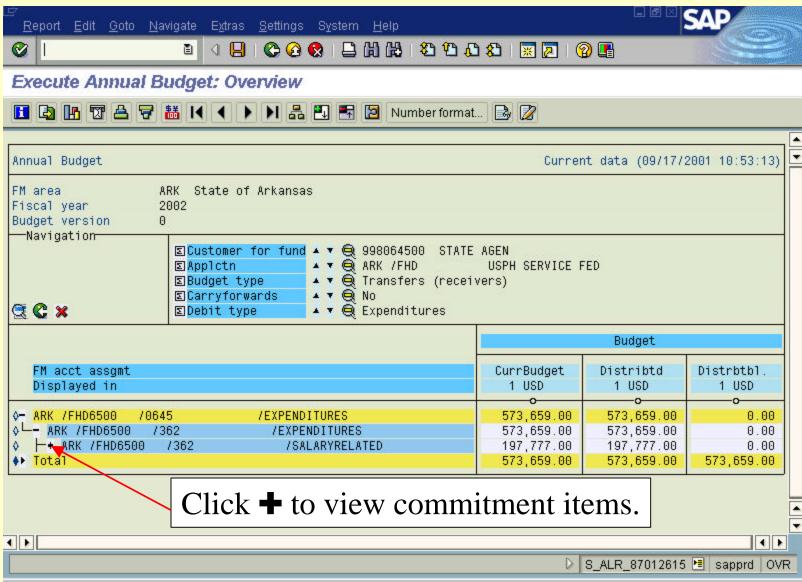




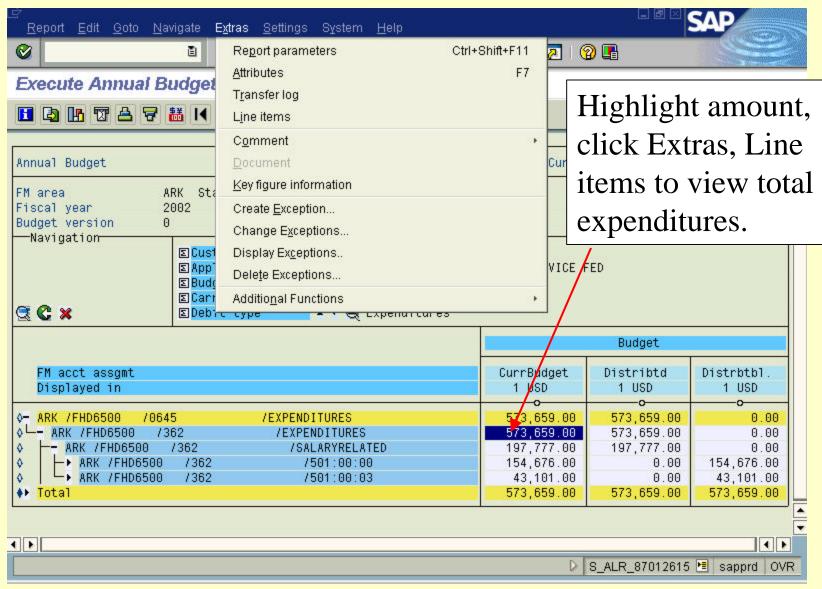




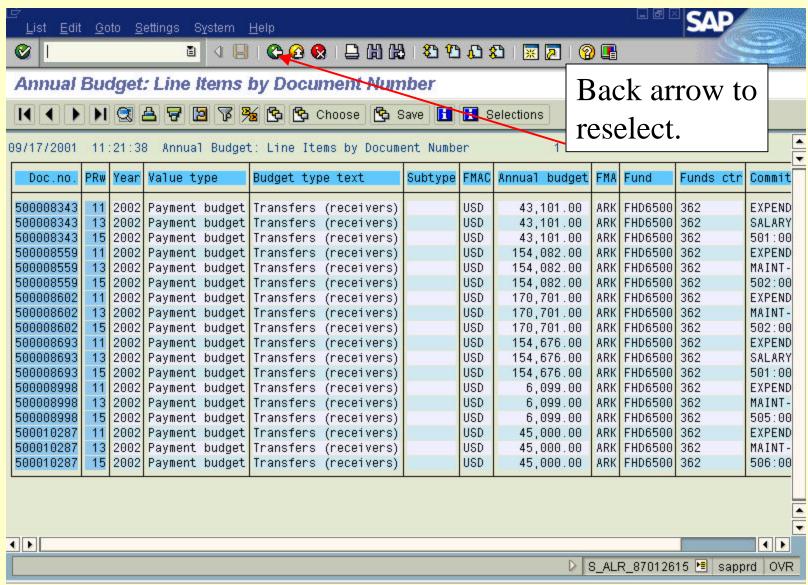




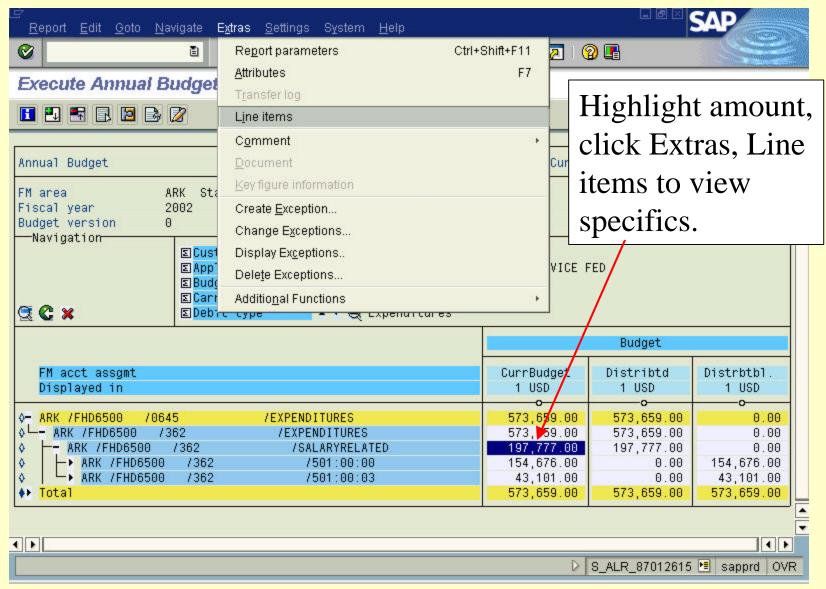




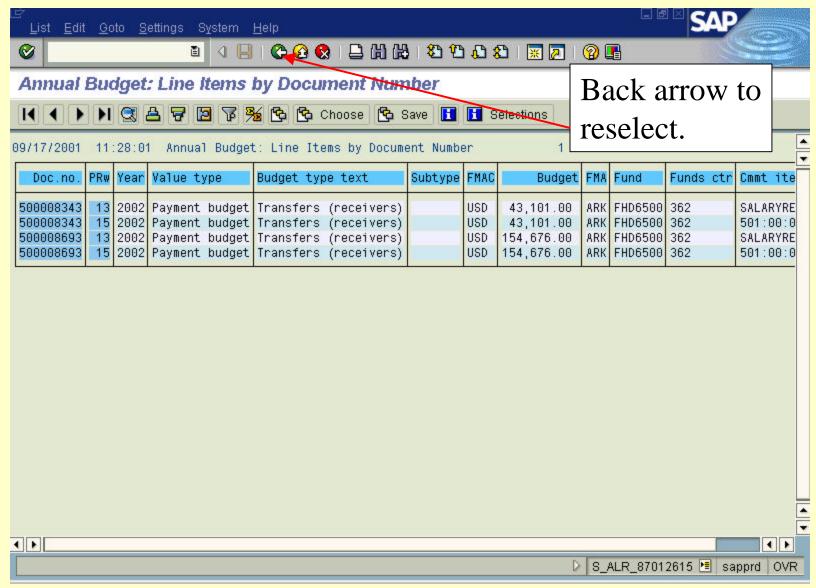




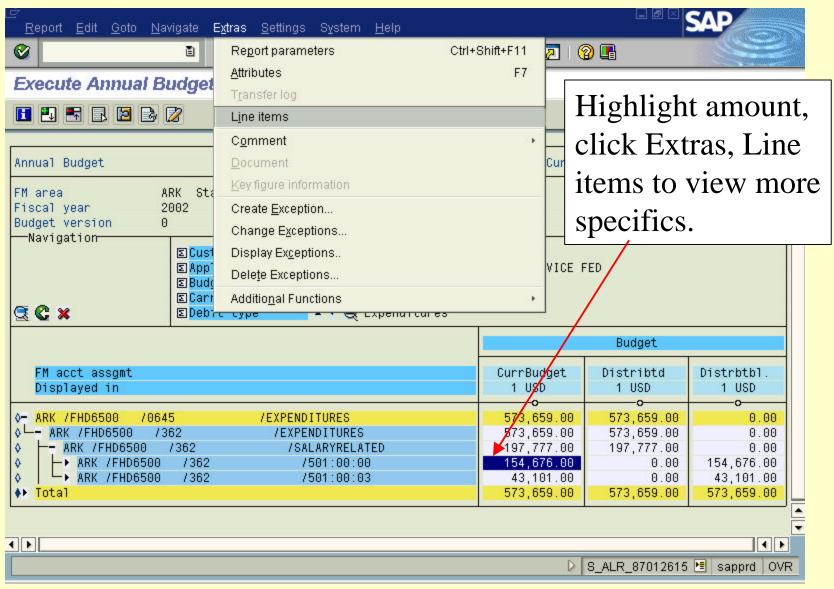




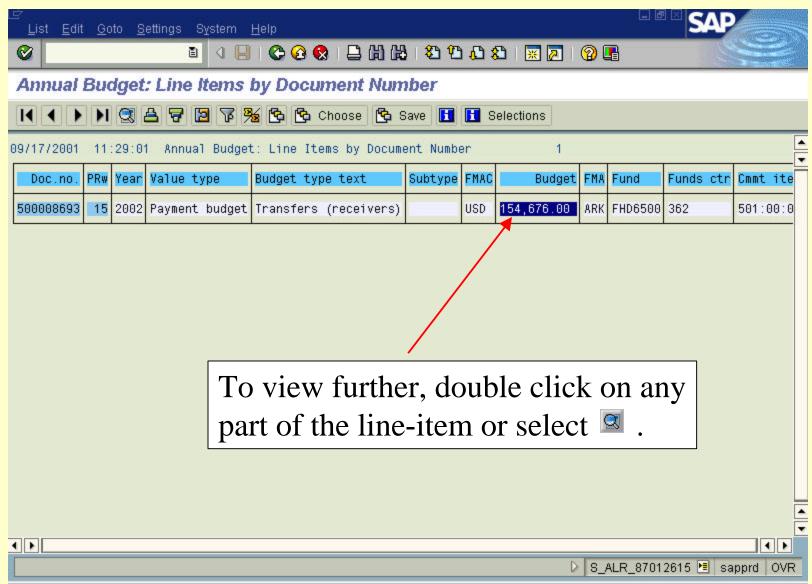




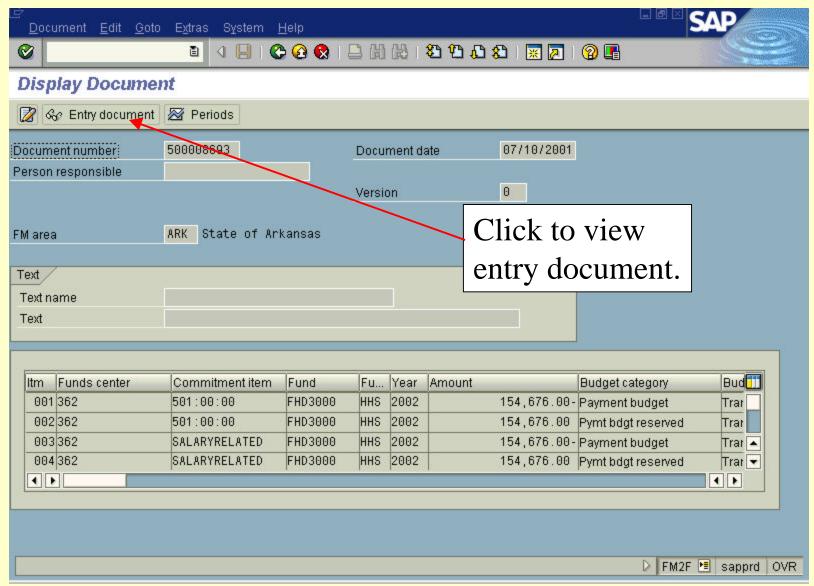




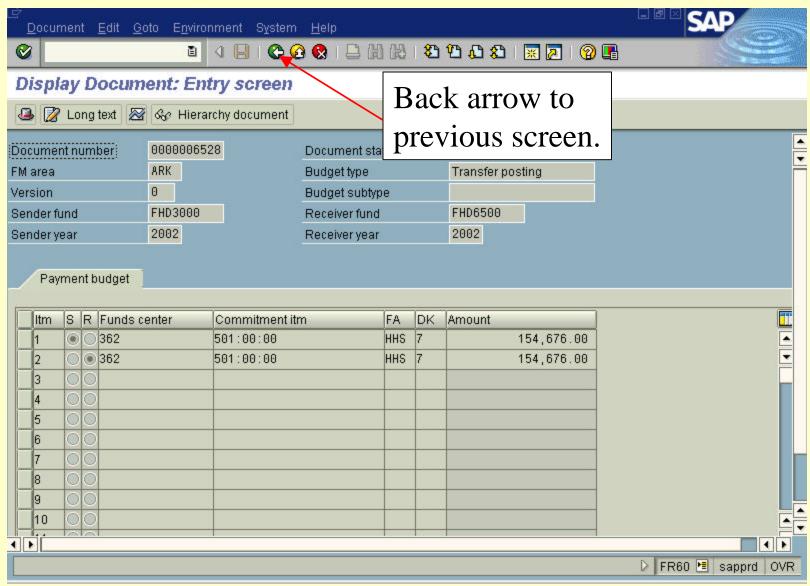




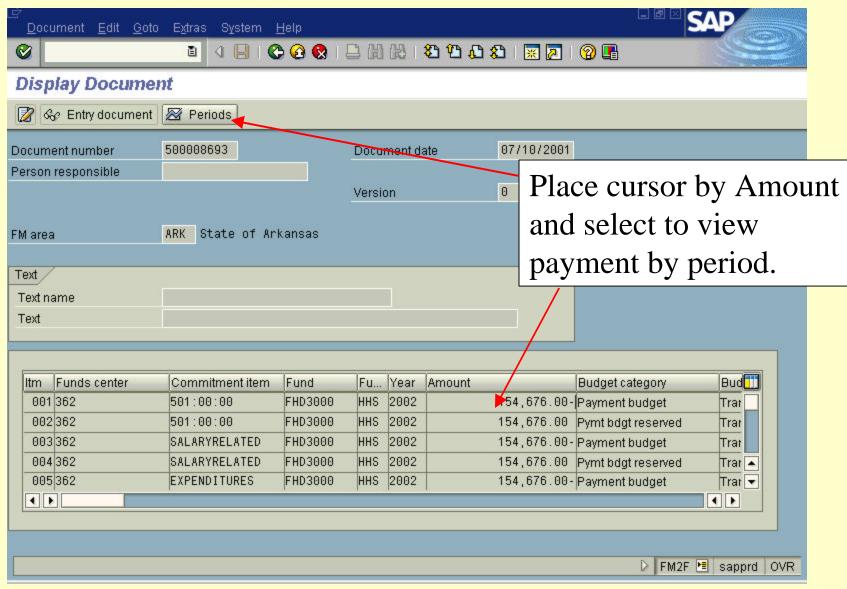




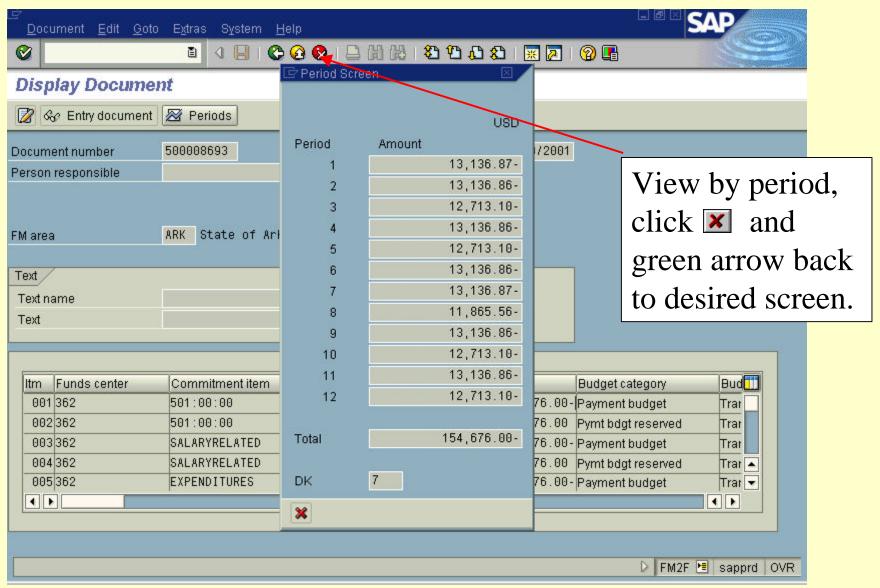














# Commitments/Actuals All Postings S\_ALR\_87012632

- This transaction allows you to view actual line items, by document number, which affect your budget.
- This information can be viewed by fund, funds center, and/or commitment item and by period (month).
- As in other transactions, this data can be exported to an Excel spreadsheet to be manipulated as desired.



#### Demonstration

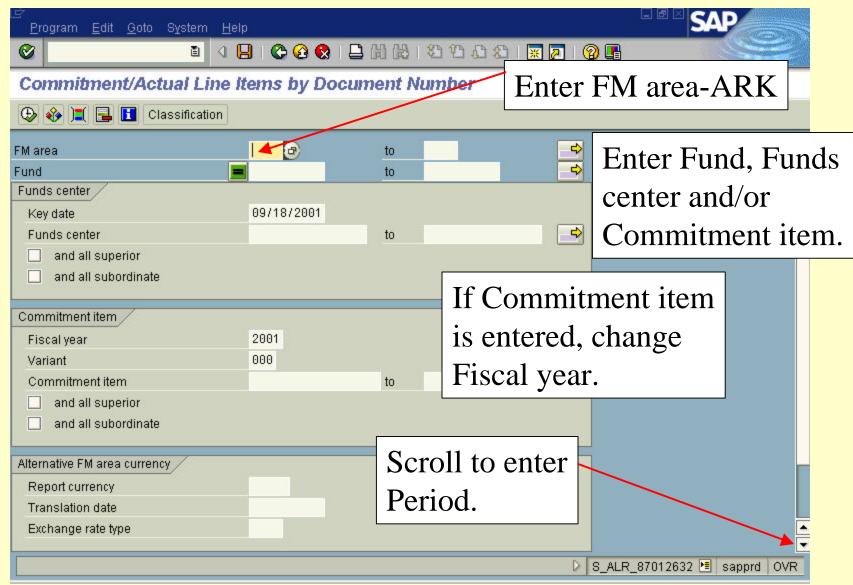


### Commitments/Actuals - All Postings S\_ALR\_87012632

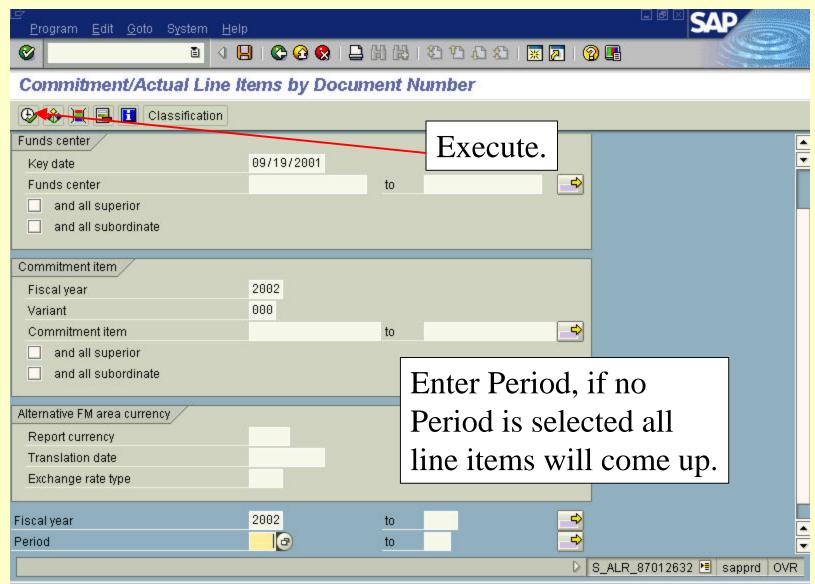
Accounting > Financial Accounting > Funds Management > Information System > Line Items > Commitments/Actuals > All Postings



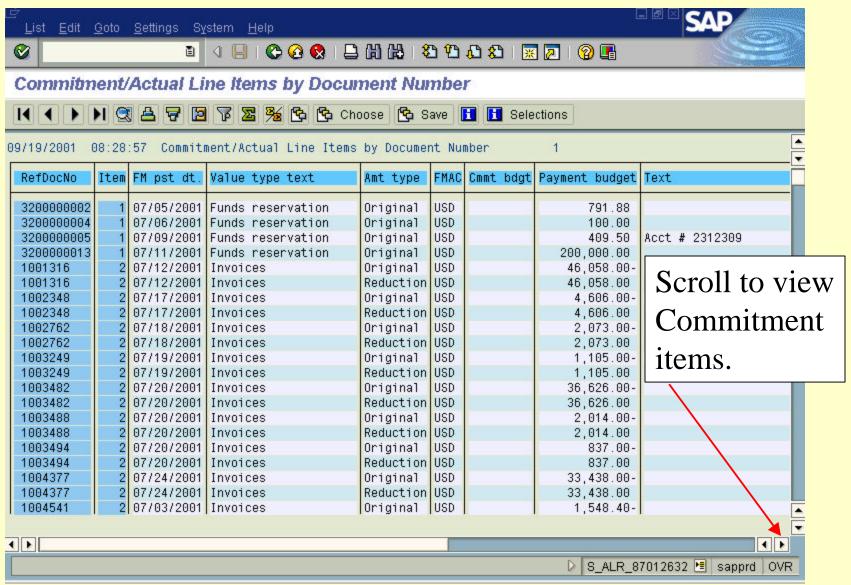




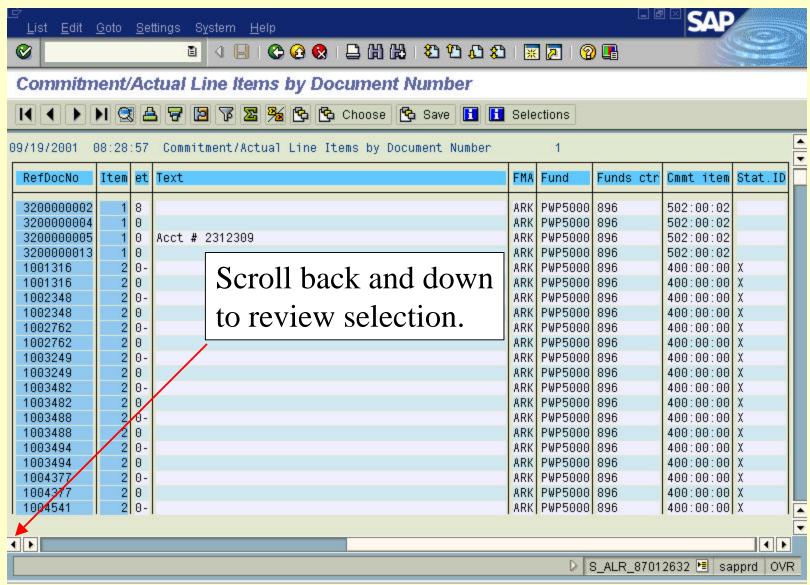




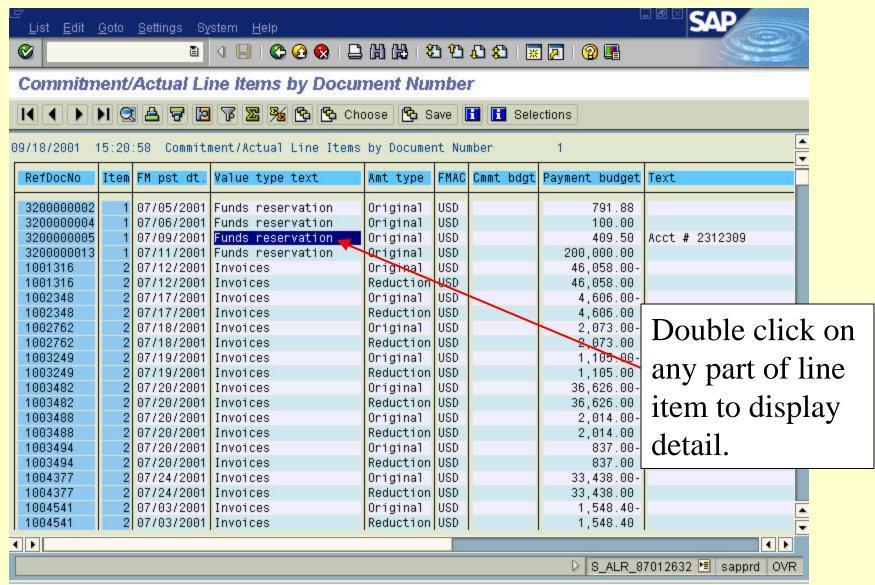




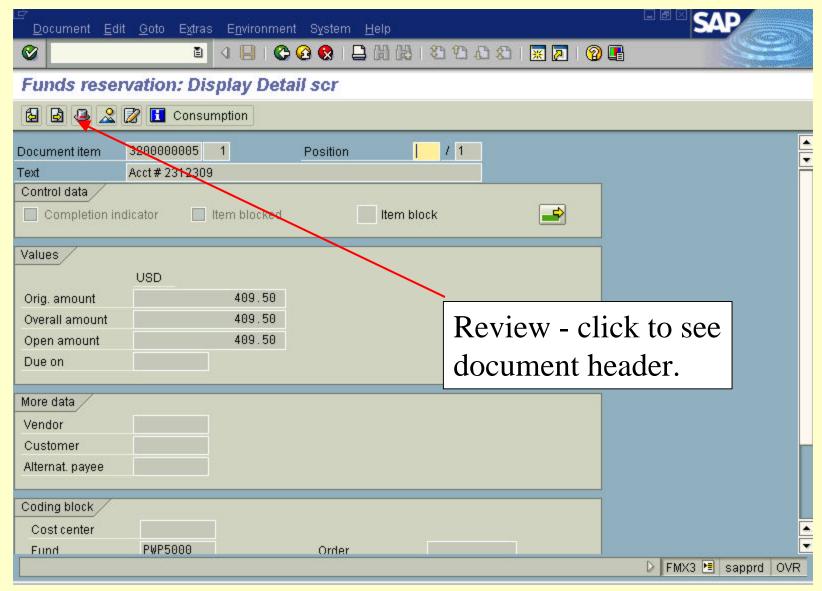




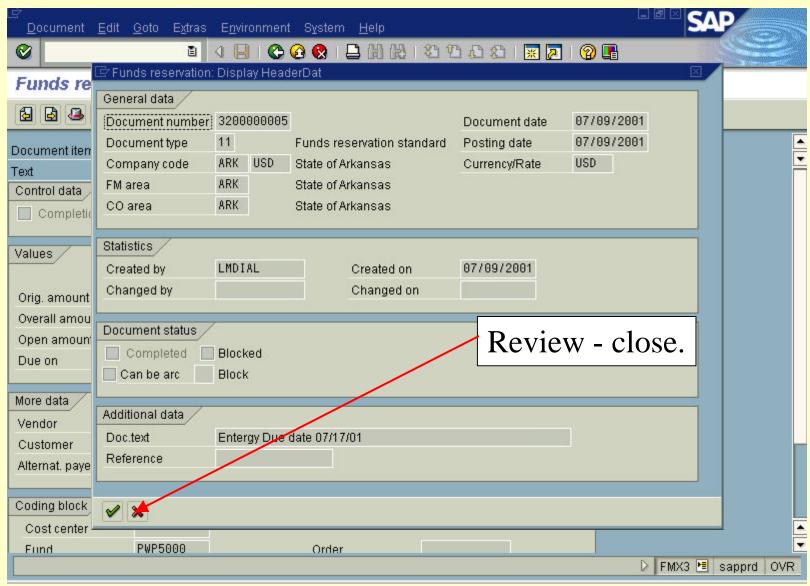




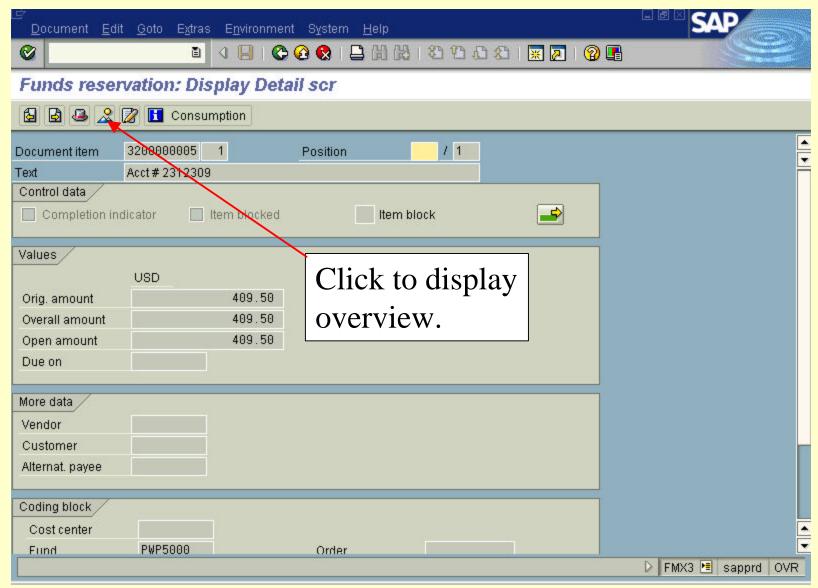




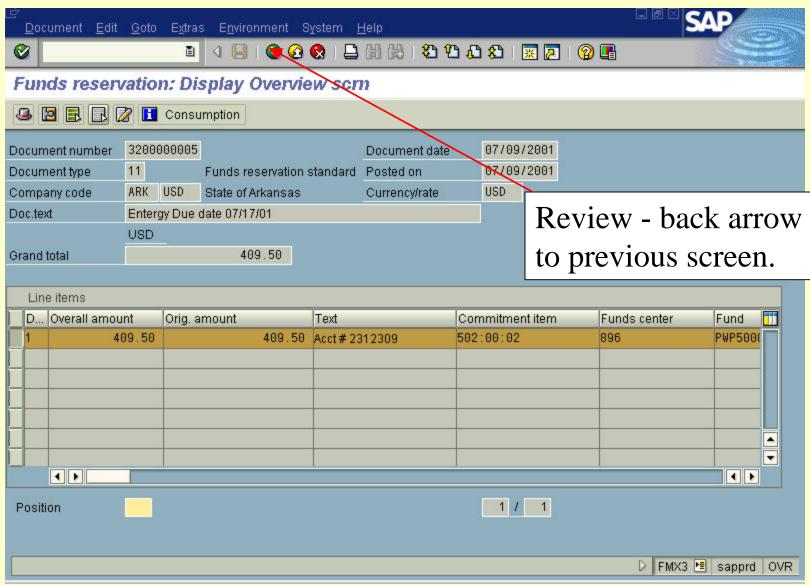




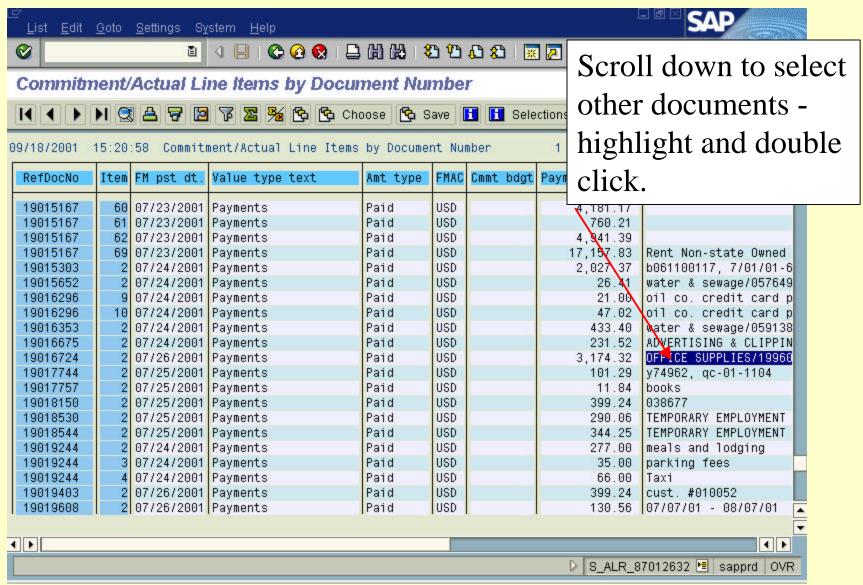




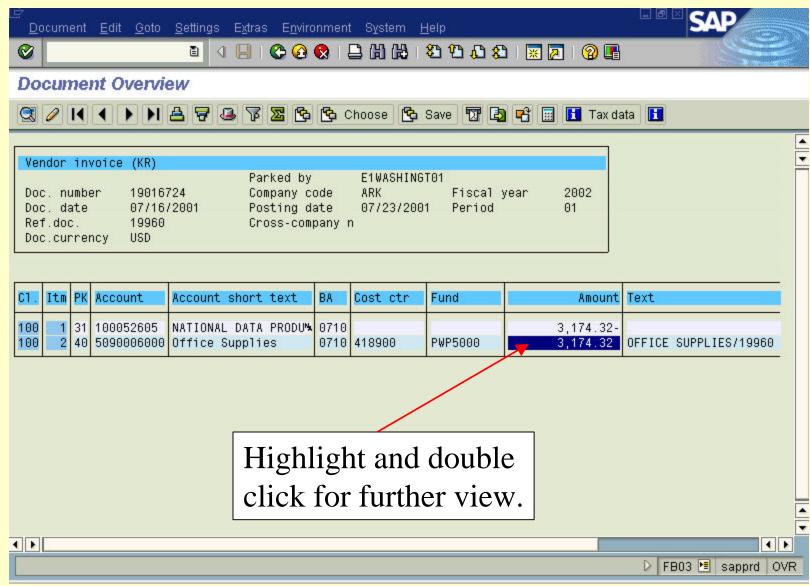




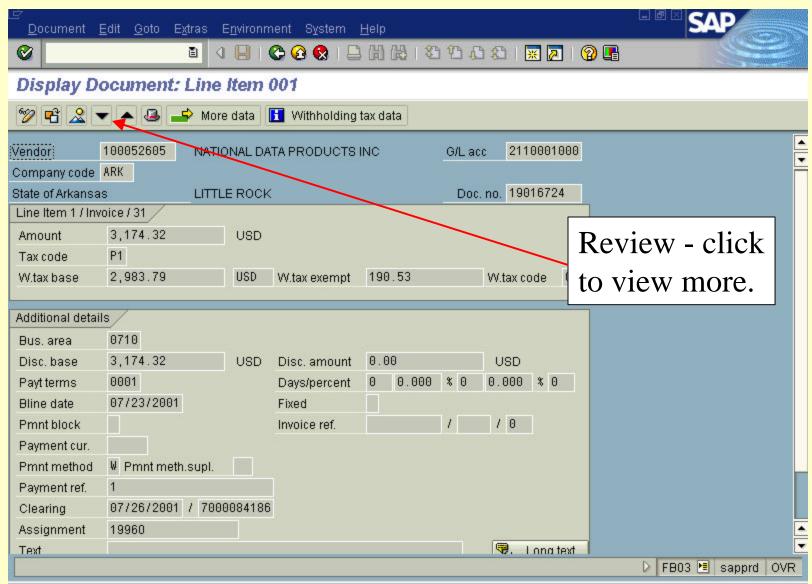




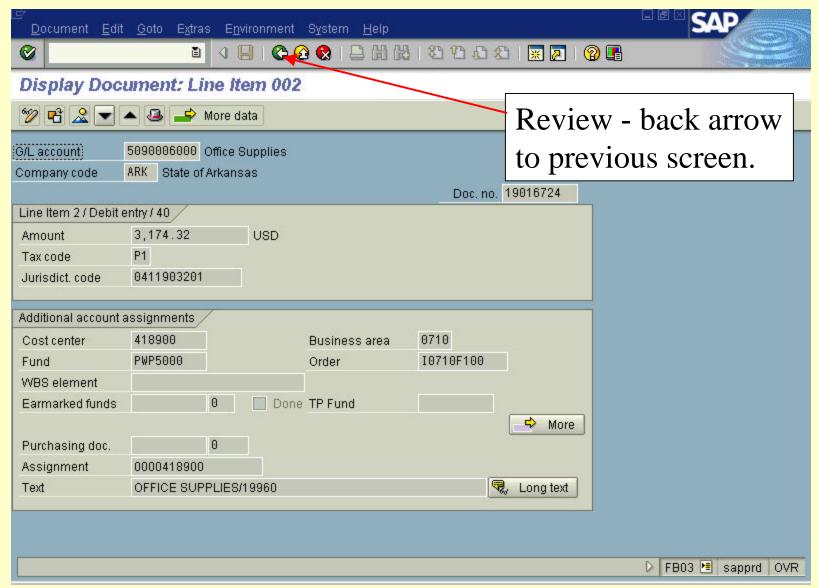




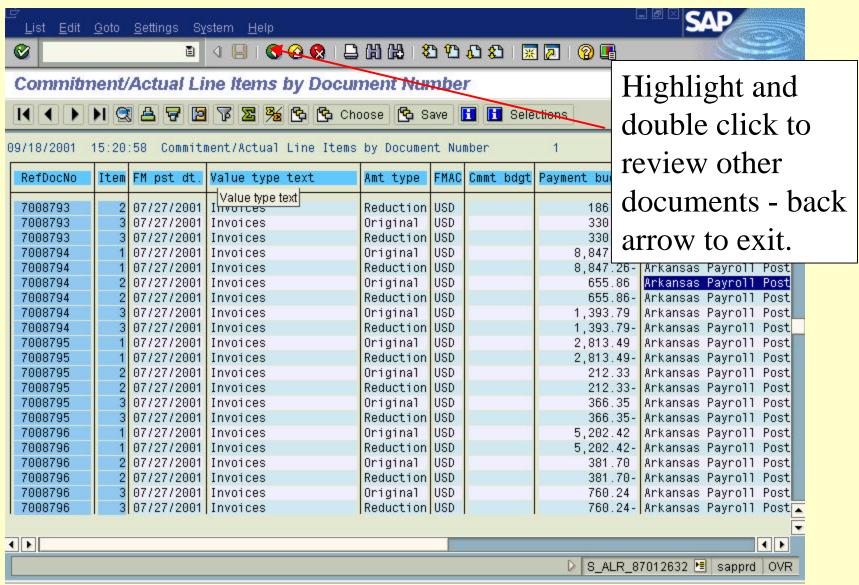














# Commitments/Actuals for Assigned Budget-Annual Budget S\_ALR\_87012634

- This transaction shows your total distributable budget by Commitment item.
- It shows actual line item amounts and totals by Commitment item.
- This is a cumulative year-to-date report of commitments/actuals.



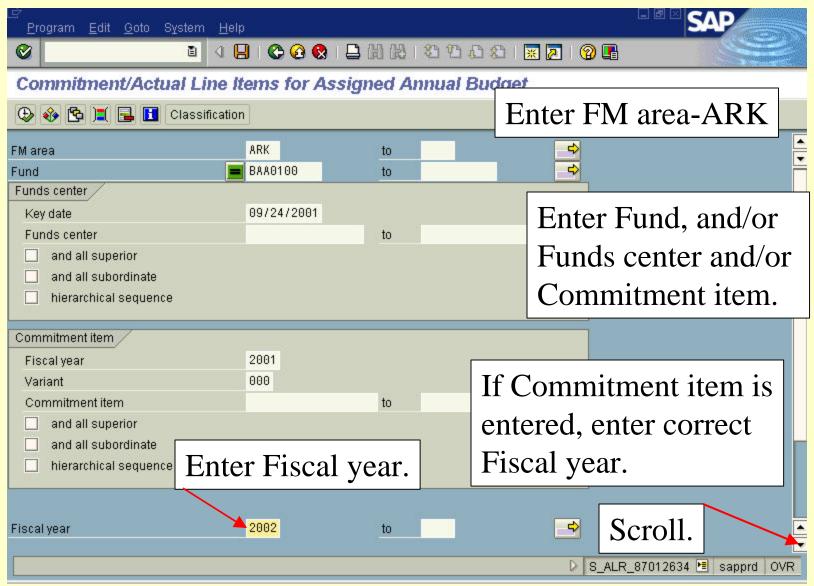
# Demonstration

Commitments/Actuals for Assigned Budget - Annual Budget
S ALR 87012634

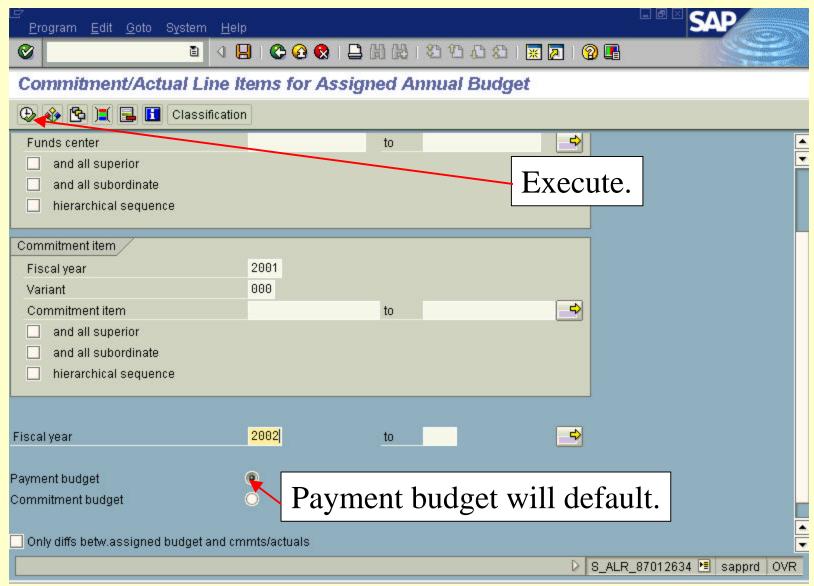
Accounting > Financial Accounting > Funds Management > Information System > Line Items > Commitments/Actuals for Assigned Budget > Annual Budget





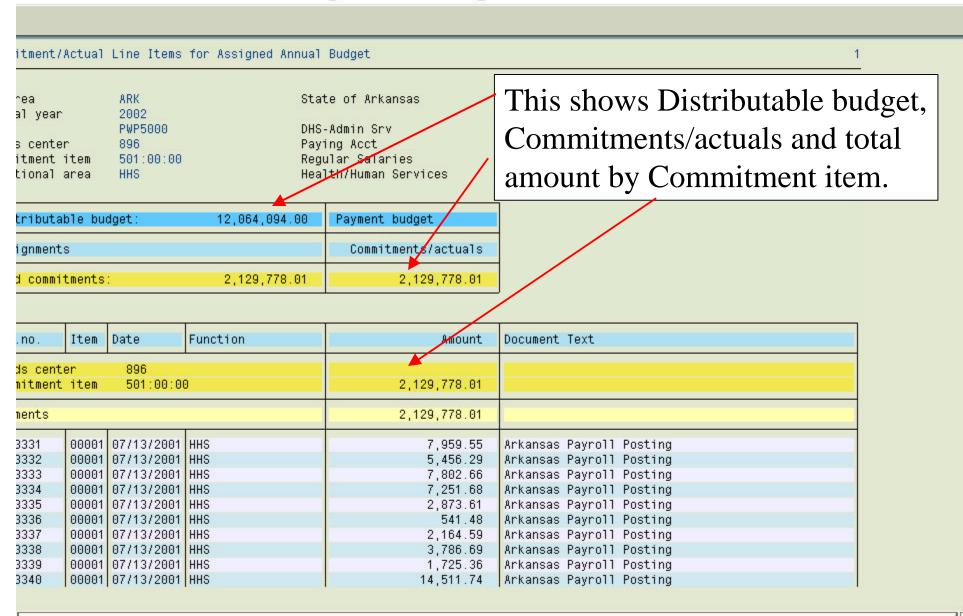








## mmitment/Actual Line Items for Assigned Annual Budget







## mmitment/Actual Line Items for Assigned Annual Budget

itment/Actual Line Items for Assigned Annual Budget

### itment/Actual Line Items for Assigned Annual Budget

ARK ^ea al year

2002

PWP5000 896

s center itment item 501:00:01

tional area HHS State of Arkansas

DHS-Admin Srv Paying Acct Extra Help

Health/Human Services

Scroll or page down to view double click item to view further.

tributable budget:	71,794.00	Payment budget
ignments		Commitments/actuals
d commitments:	7,230.00	7,230.00

.no.	Item	Date	Function	Amount	Document Text	
ds center 896 nitment item 501:00:01			1	7,230.00		
nents		7,230.00				
3331 3738		07/13/2001 07/27/2001			Arkansas Payroll Posting Arkansas Payroll Posting	



# mmitment/Actual Line Items for Assigned Annual Budget

itment/Actual Line Items for Assigned Annual Budget 51

itment/Actual Line Items for Assigned Annual Budget

52

rea ARK State of Arkansas

al year 2002

s center

itment item

PWP5000 DHS-Admin Srv 896 Paying Acct 512:00:11 Capital Outlay

tional area HHS Health/Human Services

tributable budget:	34,000.00	Payment budget
ignments		Commitments/actuals
d commitments:	7,021.80	7,021.80

Individual screens may be printed or the entire report can be printed. You can also export this data to an Excel spreadsheet.

.no.	Item	Date	Function	Amount	Document Text
ds center 896 nitment item 512:00:11		7,021.80			
pices		0.00			
31531 30521		08/22/2001 08/22/2001	The second secon	4,672.80- 4,672.80	y- b060502039- garland cty y- b060502039- garland cty
nents		7,021.80			
72804 72838	March Control Control	08/30/2001 08/30/2001	ECCULATION OF THE PROPERTY OF	4,672.80 2,349.00	Customer #0199891 invoice #B060502039 Customer #0199891 Invoice #B052900187



# Commitments and Actuals with Budget - Totals Records FMRP\_RFFMTO30

- This transaction shows annual budget and payments by Fund, Funds center and Commitment item.
- This transaction allows you drilldown to view all aspects of the entry.



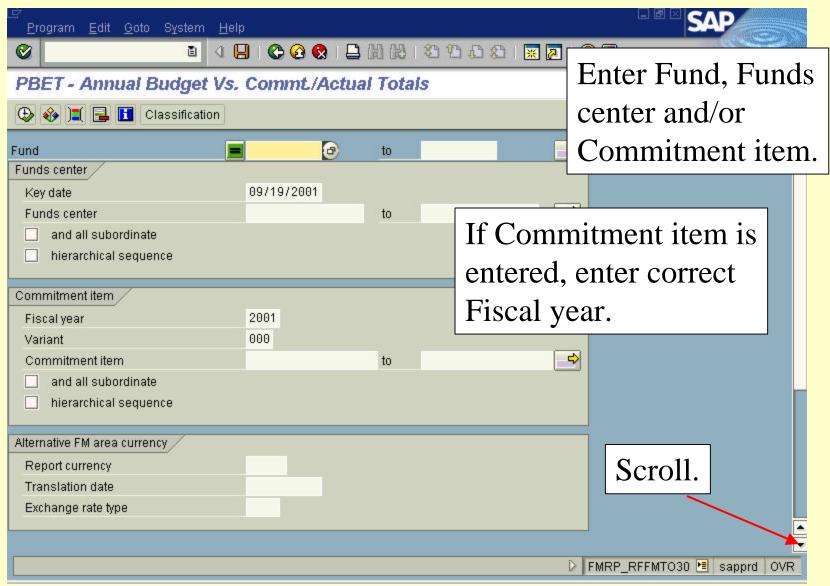
# Demonstration

Commitments and Actuals with Budget -Totals Records FMRP\_RFFMTO03

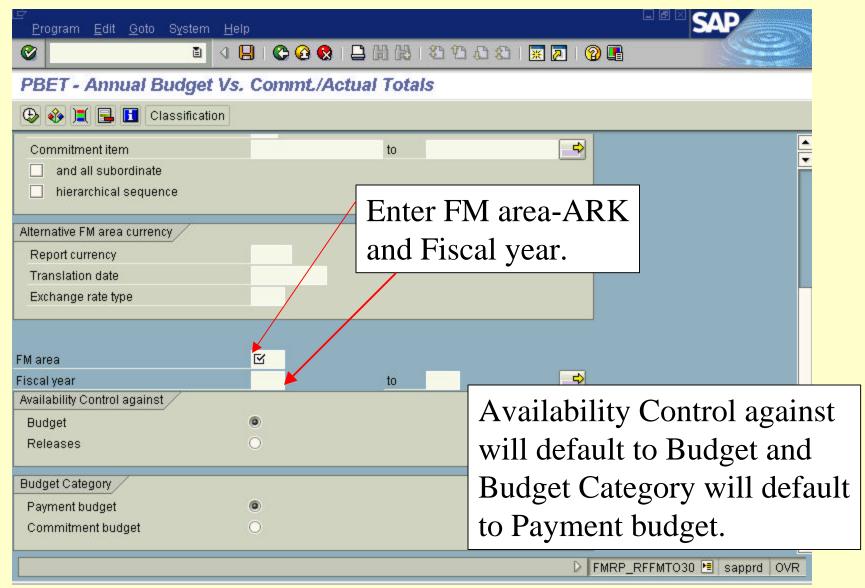
Accounting > Financial Accounting > Funds Management > Information System > Periodic Views > Commitment and Actuals with Budget > Annual Budget > Totals Records



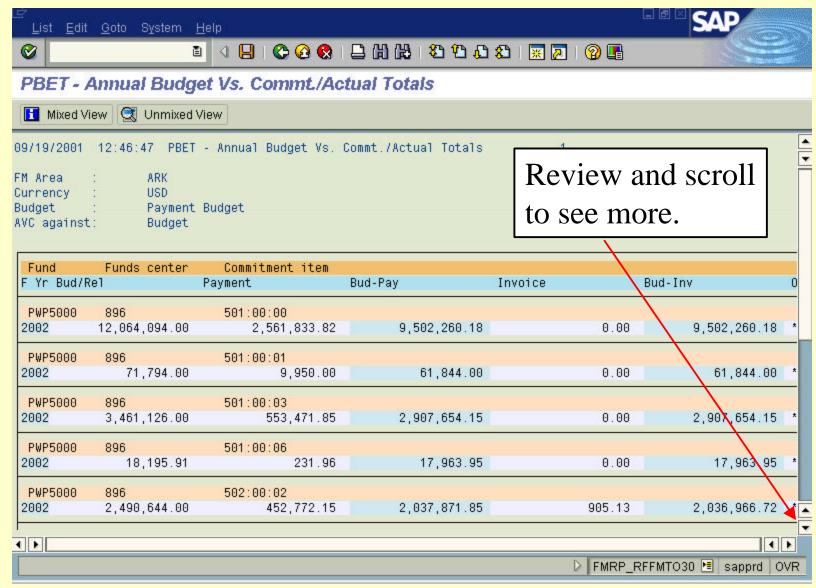








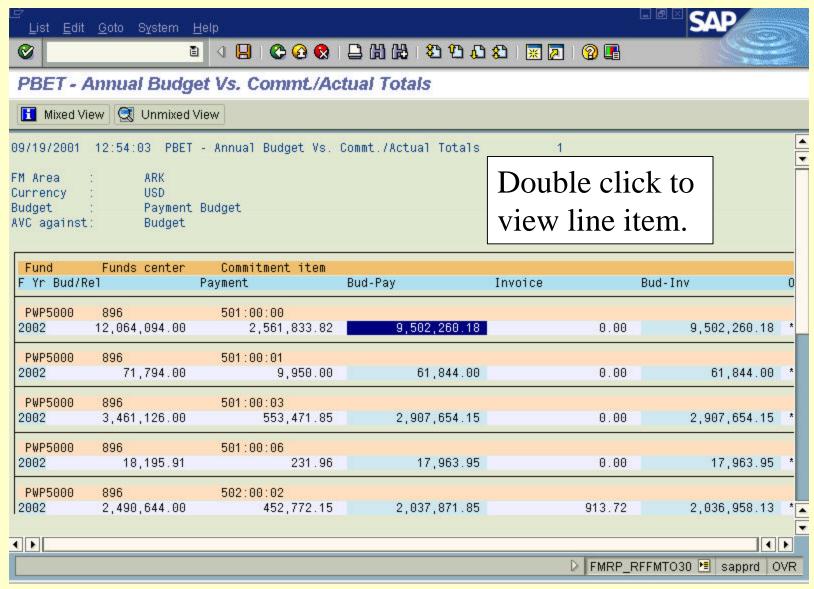




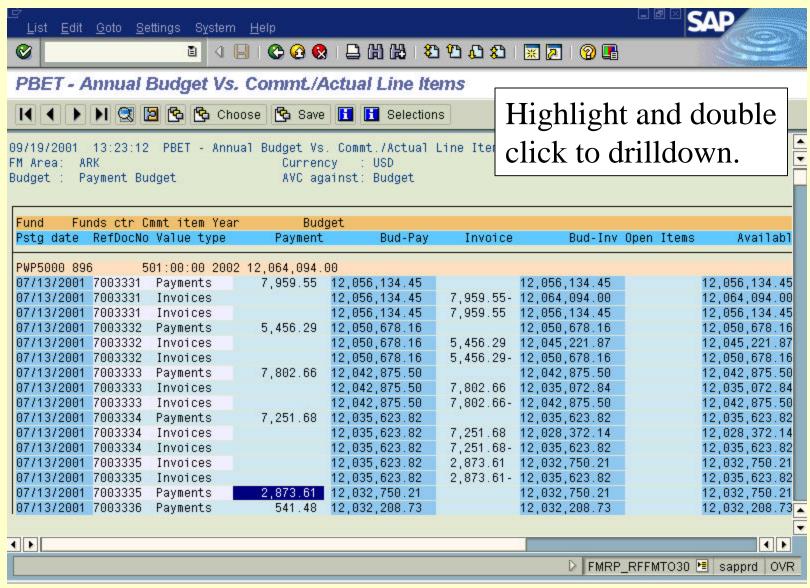




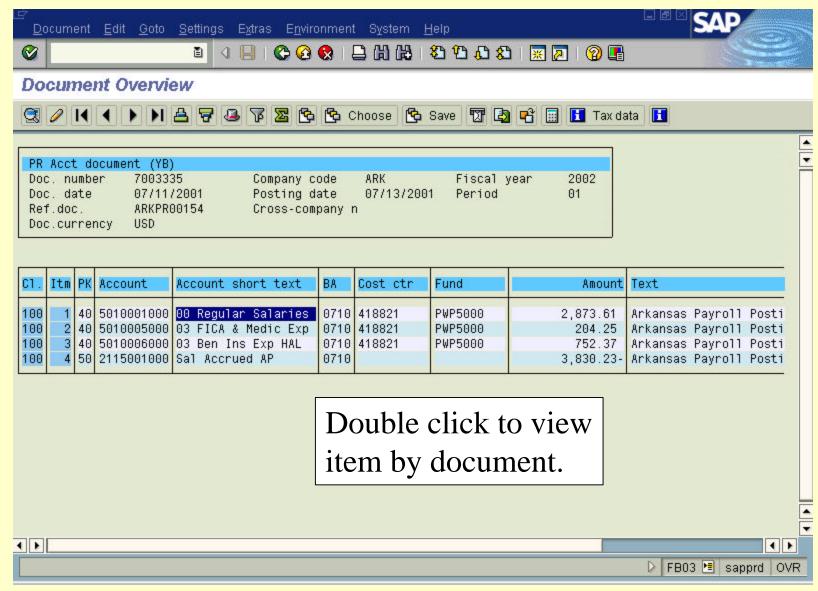




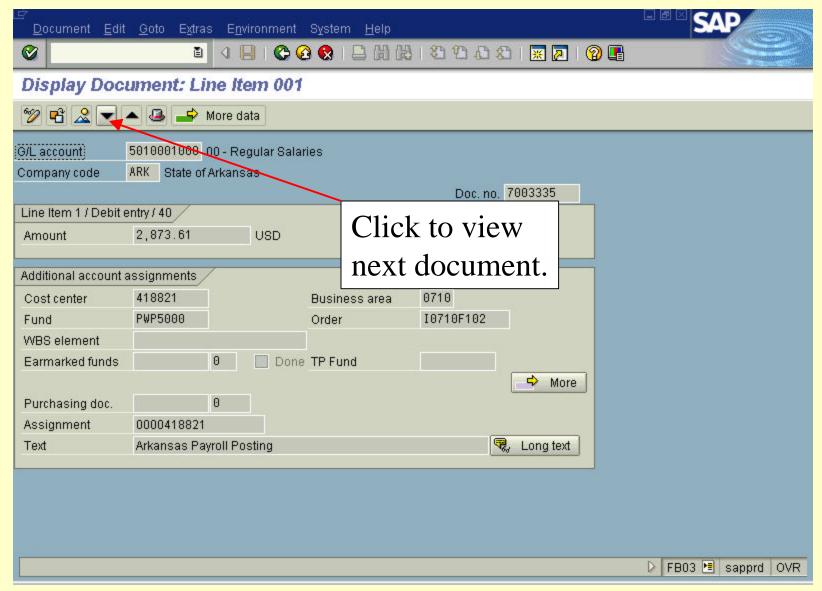




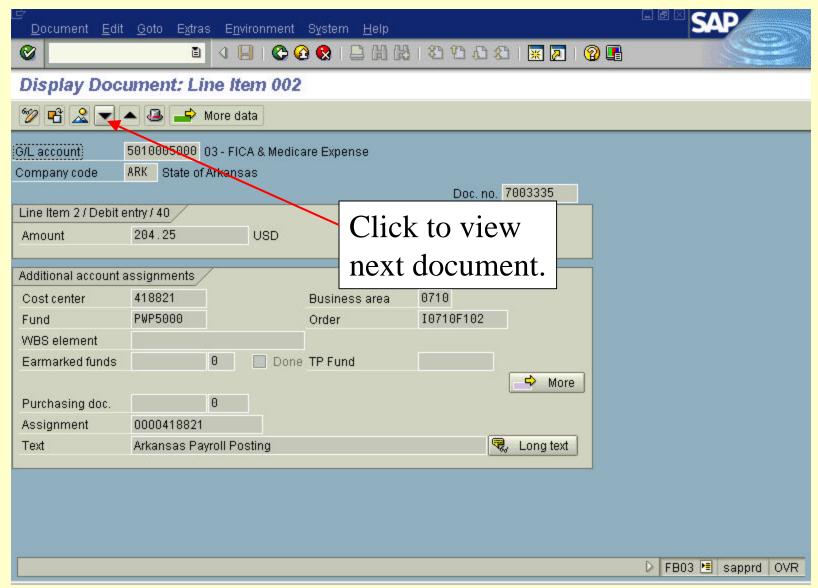




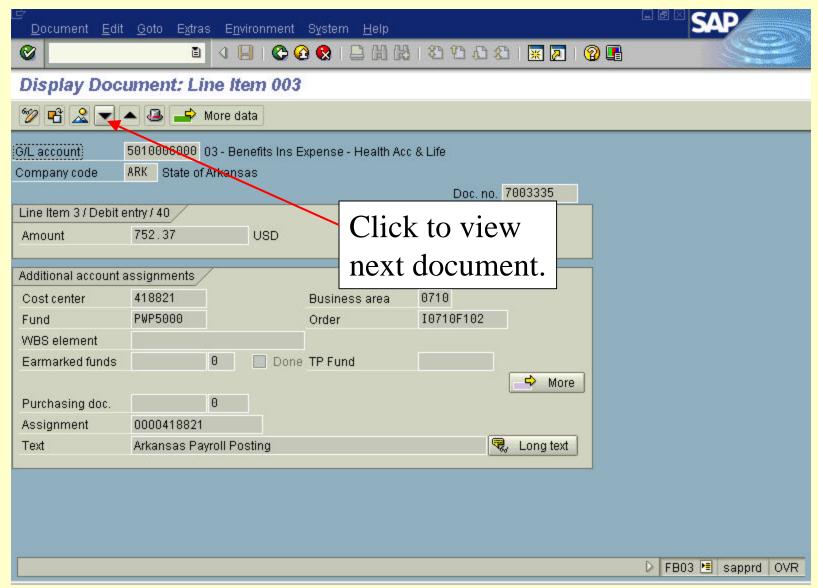




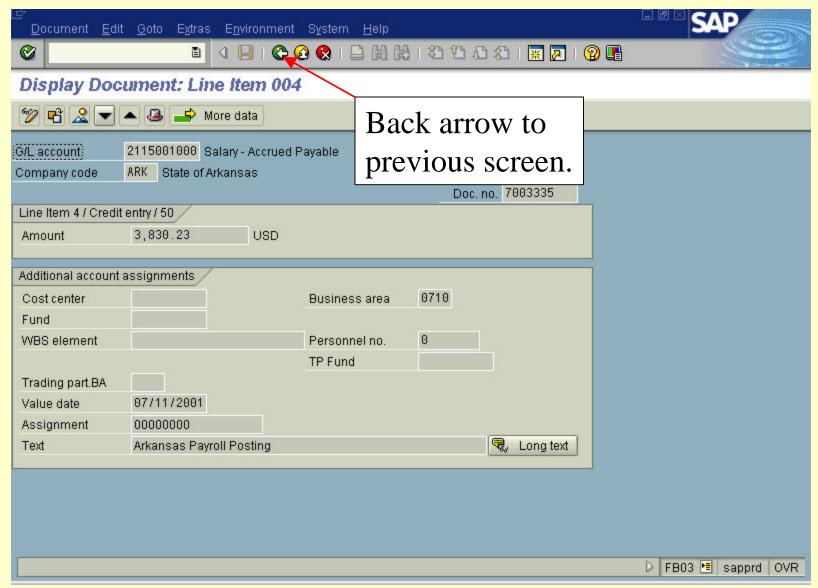




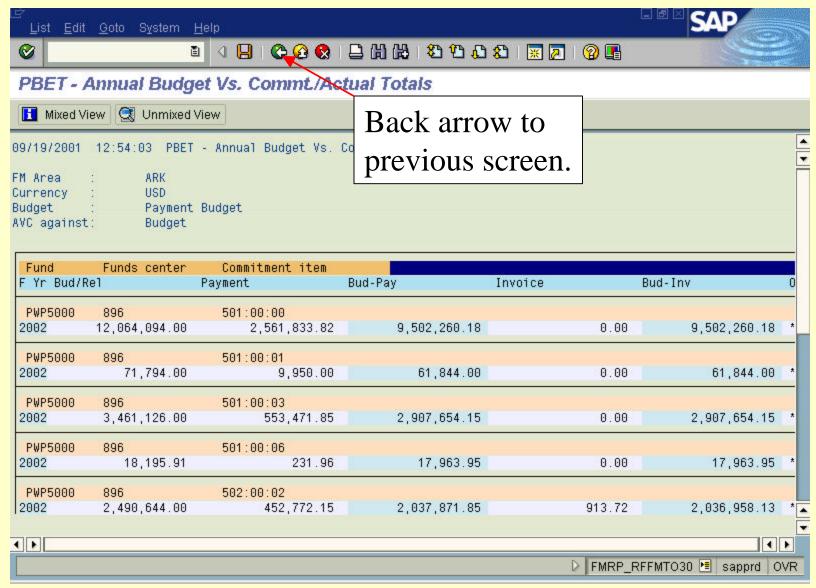




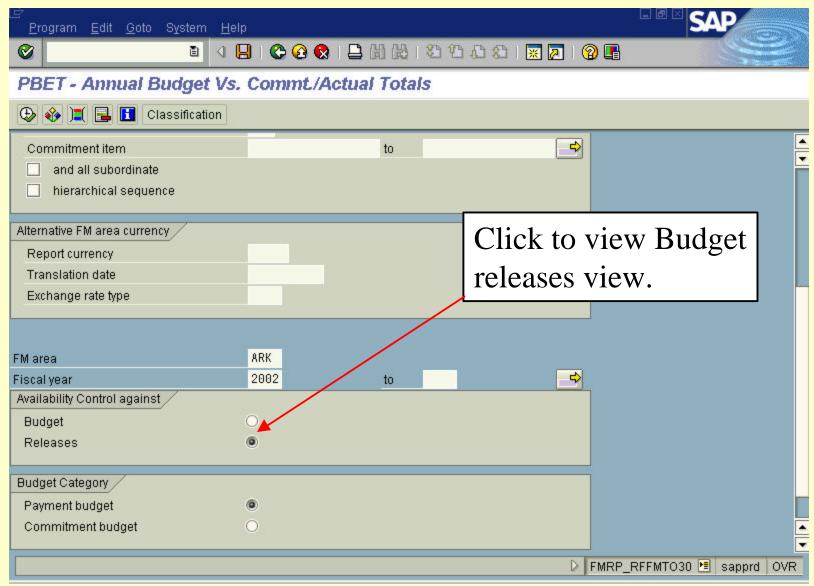




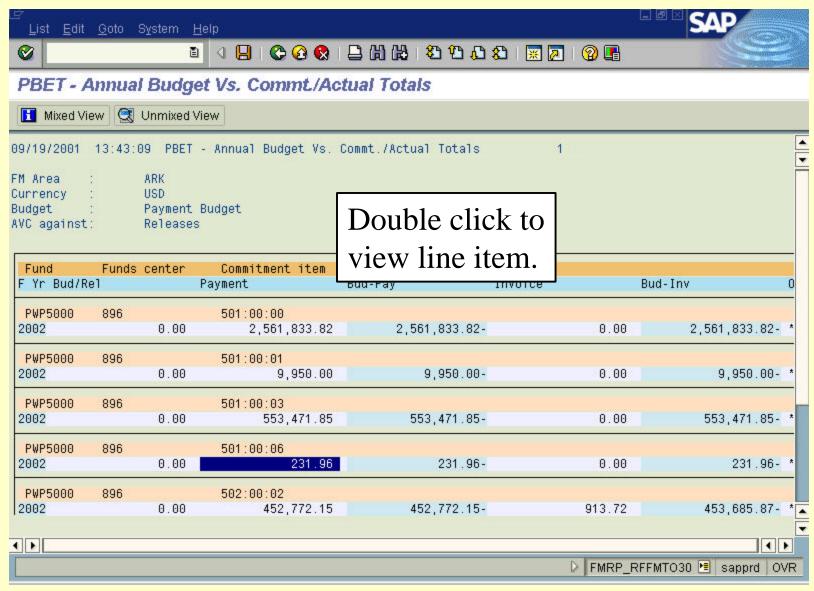




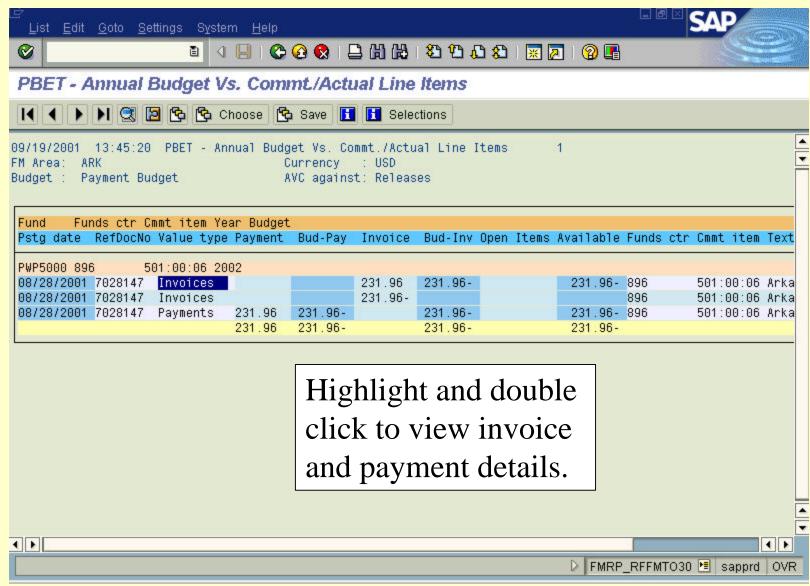




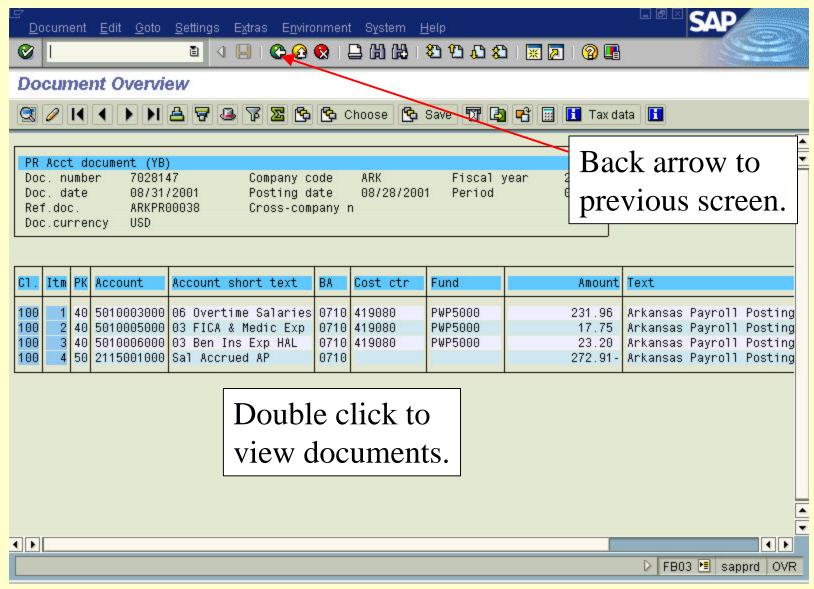














## Commitments and Actuals with Budget - Line Items FMRP\_RFFMEP30

- This transaction shows budget line items by Fund, Funds center and Commitment item.
- Line items are by posting date, document number, value type text, payment, invoice and commitment item text.
- Cumulative year-to-date totals are shown by commitment item.
- This transaction allows you drilldown to view all aspects of the entry.



## Demonstration

Commitments and Actuals with Budget -Line Items FMRP\_RFFMEP30

Accounting > Financial Accounting > Funds Management > Information System > Periodic Views > Commitment and Actuals with Budget > Annual Budget > Line Items





